

**General Services Administration  
Multiple Award Schedule (MAS)  
Authorized Federal Supply Schedule Price List**

**Business Size:** Small Business  
**Federal Supply Group:** Professional Services  
**Contract Number:** GS-10F-0328T

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at  
<http://www.gsa.gov/schedules-ordering>

**Contract Period:** August 03, 2007 – August 02, 2022



Lux Consulting Group, Inc.  
8403 Colesville Rd #1100,  
Silver Spring, MD 20910

**Point of Contact:**

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*\*Price List amendment through modification PS-A812 effective June 23, 2020.*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.



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## CUSTOMER INFORMATION:

**1a. Table of Awarded Special Item Number(s):**

SIN(s):	SIN Title
541611	Management and Financial Consulting, Acquisition and Grants Management Support
OLM	OLM Order-Level Materials (OLM)

**1b. Labor Category Rates (Unit Price):** Lux’s Labor Category Rates are on page 6. See individual price for applicable SIN awarded in the contract.

**1c. Hourly Rates (Services only):** Descriptions of all offered Labor Categories, including job titles, experience, functional responsibility and education are provided from page 7 through 16.

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

**3. Minimum Order:** \$300

**4. Geographic Coverage (delivery Area):** Domestic Only, 50 States, DC and US Territories

**5. Point(s) of production (city, county, and state or foreign country):** Silver Spring, Maryland (same as company address)

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

Government Net Prices (discounts already deducted).

**7. Quantity discounts:** None

**8. Prompt payment terms:** 1%, 20 days, Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold - Will Not Accept**

**10. Foreign items:** None

**11a. Time of Delivery:** Specified on the Task Order

**11b. Expedited Delivery:** Contact Contractor

**11c. Overnight and 2-day delivery:** Contact Contractor

**11d. Urgent Requirements:** A faster delivery may be available for urgent requirements. Contact Contractor

**12. F.O.B Points(s):** Destination

**13a. Ordering Addresses:**

For Orders by Fax Transmission	For Mailed Orders	Internet Address
Lux Consulting Group, Inc. (301) 585-7741	Lux Consulting Group, Inc. Attn: Leonard Boyd 8403 Colesville Rd #1100 Silver Spring, MD 20910	PMO@luxcg.com  www.luxcg.com

**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 Addresses:**

Via Mail	Via Federal Express	Via Wire/ACH
Lux Consulting Group, Inc. 8403 Colesville Rd #1100 Silver Spring, MD 20910	Lux Consulting Group, Inc. 8403 Colesville Rd #1100 Silver Spring, MD 20910	See Invoice

**15. Warranty provision:** Contractor's standard commercial warranty

**16. Export Packing Charges (if applicable):** N/A

**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):** N/A

**19. Terms and conditions of installation (if applicable): N/A**

**20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A**

**20b. Terms and conditions for any other services (if applicable): N/A**

**21. List of service and distribution points (if applicable): N/A**

**22. List of participating dealers (if applicable): N/A**

**23. Preventive maintenance (if applicable): N/A**

**24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A**

**24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found on <http://www.luxcgroup.com> . The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/) .**

**25. Data Universal Numbering System (DUNS) number: 1894085654**

**26. Notification regarding registration in System for Award Management (SAM) database: Registered**

**27. Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%

**28. Travel:** Travel required in the performance of this Schedule and orders placed hereunder must comply with the Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all contractor travel, plus applicable G&A expenses. GSA city pair contracts cannot be used, and it shall not add IFF onto travel costs.

**Special Item Number Descriptions:**

**Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services (541611)**

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

### **OLM Order-Level Materials (OLM)**

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

## Lux Consulting Group, Inc. MAS Schedule Rates:

SIN(s)	Labor Category	Approved Hourly Rate
541611	Sr. Consultant	\$198.19
541611	Consultant	\$156.37
541611	Sr. Analyst	\$131.46
541611	Expert Writer	\$113.46
541611	Program Manager	\$100.79
541611	Sr. Writer	\$94.55
541611	Facilitator	\$90.92
541611	Project Manager	\$87.27
541611	Analyst	\$79.76
541611	Graphic Artist	\$71.51
541611	Jr. Analyst	\$69.68
541611	Sr. Program Specialist	\$51.56
541611	Program Specialist	\$45.84
541611	Jr. Program Specialist	\$36.39
541611	Administrative Assistant	\$31.17
541611	Data Entry Specialist	\$27.50
541611	Office Assistant	\$23.84

**SCA Matrix**

<b>SCA Matrix SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Sr. Analyst	14103 - Computer Systems Analyst	2015-4269
Expert Writer	30463 - Technical Writer III	2015-4269
Sr. Writer	30462 - Technical Writer II	2015-4269
Analyst	14102 - Computer Systems Analyst II	2015-4269
Jr. Analyst	14101 - Computer Systems Analyst I	2015-4269
Administrative Assistant	01313 - Secretary III	2015-4269
Data Entry Specialist	01052 - Data Entry Operator II	2015-4269
Office Assistant	01312 - Secretary II	2015-4269

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA 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.



## Labor Categories for SINs 541611, OLM:

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

Labor Category	Description
Sr. Consultant	<p><b>Expertise:</b> 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 and Experience:</b> PhD in a field related to the subject matter and fifteen years of relevant experience OR a Master's degree and additional three years of relevant experience.</p>
Consultant	<p><b>Expertise:</b> Expertise 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</p>

	<p>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 and Experience:</b> Master's degree in a field related to the subject matter and ten years of relevant experience OR a Bachelor's degree and an additional two years of relevant experience.</p>
Sr. Analyst	<p><b>Expertise:</b> Expertise 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; 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 and Experience:</b> Master's degree in a field related to the subject matter and five years of relevant experience OR a Bachelor's degree plus two additional years of relevant experience.</p>
Expert Writer	<p><b>Expertise:</b> 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, and 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 and Experience:</b> A Master's Degree in English, Literature, or a related discipline and ten years of relevant experience OR a Bachelor's degree plus an additional two years of relevant experience.</p>
Program Manager	<p><b>Expertise:</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.</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 and Experience:</b> Master's Degree in a technical or management discipline and four years of experience OR Bachelor's Degree plus Technical/Management Certification and an additional two years of relevant experience.</p>
Sr. Writer	<p><b>Expertise:</b> 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 and Experience:</b> A Bachelor's Degree in English, Literature, or a related discipline and five years of experience OR Associates Degree and an additional two years of relevant experience.</p>

<p>Facilitator</p>	<p><b>Expertise:</b> Expertise 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 and Experience:</b> Master's degree and four years of relevant experience OR a Bachelor's degree and an additional two years of relevant experience.</p>
<p>Project Manager</p>	<p><b>Experience:</b> Experience must be in general management or in the fields of process engineering, education, or information engineering. Experience must include managing budgets and 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 and Experience:</b> Bachelor's degree in a technical or management discipline and at least four years of relevant experience OR Associate's Degree plus Technical/Management Certification and an additional two years of relevant experience.</p>
<p>Analyst</p>	<p><b>Experience:</b> 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</p>

	<p>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 and Experience:</b> Bachelor's degree in related discipline and at least five years of relevant experience OR Associates Degree and an additional two years of relevant experience.</p>
Graphic Artist	<p><b>Experience:</b> 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> Bachelor's degree in art, design, communications, or related discipline and three years of relevant experience OR relevant Technical Certification and an additional two years of relevant experience.</p>
Jr. Analyst	<p><b>Experience:</b> 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.</p>

	<p>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 and Experience:</b> Bachelor's degree in related discipline and at least three years of relevant experience OR Associates Degree and an additional two years of relevant experience.</p>
Sr. Program Specialist	<p><b>Experience:</b> 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, 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 and Experience:</b> Bachelor's degree in related discipline and at least one year or relevant experience OR Associates Degree and an additional two years of relevant experience.</p>
Program Specialist	<p><b>Experience:</b> 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</p>



	<p>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 and Experience:</b> Associates degree and three years relevant experience OR five years of relevant experience.</p>
<p>Jr. Program Specialist</p>	<p><b>Experience:</b> 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</p>

	<p>budget management project controls. This may include data collection and compilation various methods of program review and evaluation.</p> <p><b>Minimum Education and Experience:</b> Associates degree and one year of relevant experience OR three years relevant experience.</p>
Administrative Assistant	<p><b>Experience:</b> 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 and Experience:</b> High school diploma and three year's relevant experience OR five years of relevant experience.</p>
Data Entry Specialist	<p><b>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 and two year's relevant experience OR four years of relevant experience.</p>
Office Assistant	<p><b>Experience:</b> Experience performing a variety of general office</p>



	<p>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 and Experience:</b> High school diploma and one year of relevant experience OR three years of relevant experience.</p>
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