GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE GSA

IT SCHEDULE 70

GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

FSC Group: 70

Contract No.: GS-35F-134DA Base Contract Period: January 12, 2016
through January 11, 2021

Business Size: Large

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: www.GSAAdvantage.gov.

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

January 2016

Authorized Federal Supply Schedule Price List

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LMI's contact information for:

GSA Schedule Contracts—LeNaye Willis-Lloyd (lwillis-lloyd@lmi.org): 703-917-7176

Finance and Accounting—Mike Dutchak (mdutchak@lmi.org): 703-917-9800

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Customer Information

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FSC Group: 70

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Description of Services:

LMI is a mission-oriented consulting firm dedicated to improving the management of government. Through objective analysis and technical ingenuity, LMI provides leaders with the information and tools needed to deliver value. As a not-for-profit, LMI develops practical solutions with broad potential impact in the public sector. We are skilled in transferring knowledge and tools that help our clients achieve sustainable performance outcomes.

With more than 50 years of experience, LMI serves more than 40 U.S. agencies, as well as government organizations around the world in the civil, healthcare, and national security sectors. LMI was founded during the Kennedy Administration to bring the most experienced, capable, and creative business management talent to government.

This **Authorized Federal Supply Schedule Price List for IT Services** describes the services we offer under this Federal Supply Schedule contract. *The LMI hourly rates certification in this schedule provides users the opportunity and flexibility to award task orders on a labor hour contract basis in addition to a firm-fixed price basis.*

Additional information can be obtained by calling LeNaye Willis-Lloyd, Director, Contracts, (703) 917-7176.

IT Services Contract Number: GS-35F-134DA dated January 12, 2016

Contract Period: Base Year: January 12, 2016 to January 11, 2021
Option Periods (not awarded):
                        Option 1: January 12, 2021 to January 11, 2026
                        Option 2: January 12, 2026 to January 11, 2031
                        Option 3: January 12, 2031 to January 11, 2036

1b.   N/A

2.   Maximum Order: $500,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Worldwide

5. **Point of Production:** McLean, Virginia

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

7. **Quantity Discounts:** None

8. **Prompt Payment Terms:** 1 percent paid in 10 days; net 30 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:** Negotiable

10. **Foreign Items:** None

11a. **Time of Delivery:** Negotiated with each order

11b. **Expedited Delivery:** N/A

11c. **Overnight and 2- day Delivery:** Actual cost as required

11d. **Urgent Requirements:** N/A

12. **FOB Point:** Destination

13a. **Ordering address:**

LMI
Attn: LeNaye Willis-Lloyd
7940 Jones Branch Drive
McLean, VA 22102-7805
(703) 917-7176   E-mail: lwillis-lloyd@lmi.org
(703) 917-7100 (FAX)   Website: www.lmi.org

13b. **Ordering Procedures:** See FAR 8.4053

14. **Payment Address:**

LMI
Attn: Finance Division
7940 Jones Branch Drive
McLean, VA 22102-7805
(571) 633-7621(FAX)   E-mail: collections@lmi.org

15. **Warranty Provision:** None

16. **Export Packing Charges:** Actual cost, as required

17. **Terms and conditions of Government purchase card acceptance above micro purchase level:** Negotiable

18. **Terms and Conditions of Rental, Maintenance, and Repair:** N/A

19. **Terms and Conditions of Installation:** N/A

20. **Terms and Conditions of Repair Parts Pricing:** N/A

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

21. **List of Service and Distribution Points:** N/A

22. **List of Participating Dealers:** N/A

23. **Preventative Maintenance:** N/A

24a. **Special Attributes such as environmental attributes:** N/A

24b. **Section 508 Compliance:** N/A

25. **Data Universe Number System (DUNS):** 053385738

26. **Central Contractor Registration:** CAGE Code - 2D675; TIN 52-0741393

Our Services and Products: IT Professional Services

The following describes the Information Technology (IT) services we provide in one special item number (SIN) under the **GSA Information Technology Schedule** contract.

SIN 132-51
Information Technology Professional Services

IT Facility Management–FSC/PSC Class 301

We are proficient at analyzing government agencies' information technology requirements to enhance the performance of IT facility management, operations, and maintenance functions. We help our clients assess the best combination of resources to optimize effectiveness and efficiency of their IT facilities. We provide the following types of IT facility operation and maintenance services:

- Customer service support, including help desk activities and support to end users

- Hardware and software installation and integration

- Hardware and software problem diagnosis, troubleshooting, tracking, and resolution

- End-user workstation configuration, security, and documentation

- Daily operation and monitoring of client network and server operations (existing and new) and IT facilities

- Configuration management of operational support elements

- Process improvement exercises

- Configuration and maintenance of local and network printers and print servers

- Physical security reviews of IT facilities

- Round-the-clock monitoring and problem resolution for client network operations.

IT Systems Development Services–FSC/PSC Class 302

LMI performs the complete range of IT system development tasks for many government agencies. By studying and analyzing current and planned IT systems, we help our clients design, revise, and implement IT systems that are more effective and less costly to support. We provide the following types of IT systems development services:

- Full SDLC support

- System design, including economic analysis, planning and design interfaces, alternative design and architecture concepts, assessment of integration opportunities, and network design

- Agile systems analysis, design, and development

- Facilitation services

- Data conversion

- Configuration management

♦ Data modeling, data administration and quality studies, data center or repository planning and development, data management and warehousing, and records management

♦ Rapid prototyping, proof-of-concept, and pilot system development and assessment

♦ Internet/intranet and groupware design, planning, and implementation

♦ Implementation planning, including risk analysis, deployment plans, data conversion, site survey and preparation, and system considerations

♦ Program management, including technical acquisition and management expertise

♦ Development of unique or customized applications, including database planning and design, executive information systems, and decision support systems

♦ Full life-cycle object-oriented development and coding

♦ Electronic grants management system design, development, and implementation

♦ Development and implementation of public health care management and review systems

♦ Open standard system development

♦ Independent verification and validation

♦ Web-based systems implementation

♦ Semantic web services.

IT Systems Analysis Services–FSC/PSC Class 306

LMI assists with the documentation, analysis, and evaluation of IT processes, programs, and systems. We provide strategic advice to chief information officers, chief financial officers, and senior program administrators who have responsibility for enterprise-level resources. We work with our clients to ensure technology effectively supports their mission and business needs. We have developed unique tools and methods for IT systems analysis using our ISO 9001 certified quality management process. We have hands-on experience with applicable federal information management laws and regulations, including the Clinger-Cohen Act, Paperwork Reduction Act, Government Results and Performance Act, Federal Acquisition Streamlining Act, the Chief Financial Officers Act, and relevant Office of Management and Budget guidelines, such as Circulars A-11, A-76, A-94, A-109, A-127, and A-130.

We provide the following types of IT systems analysis services:

♦ Enterprise systems planning

• Benchmarking/metric development, including the comparison of client cost estimates with comparable benchmarks using LMI's IT support activity costs database

• Business process reengineering and business process modeling, including research, analysis, and facilitation for the design, evaluation, and improvement of business processes

• IT capital planning and investment control (CPIC), including the development or evaluation of IT select, control, and evaluate phases and ranking criteria and business case analysis

• IT governance, including developing review board charter, facilitating meetings, assessing the maturity of IT investment processes, assessing the cumulative effect the current and proposed portfolio will have on a mission, and determining the reasonably projected effects on out-year budgets

• Business case analysis, including development of business cases that define and distill the essence of a program on the basis of its strategic, business process, and informational value

- Cost-benefit analysis, including translating investment value into tangible and intangible benefits, identifying alternatives, comparing benefit and cost streams using guidance from OMB Circulars A-11, A-76, and A-94 to determine an investment's annual and overall risk-adjusted rate of return, and providing detailed economic analysis of projected operations and maintenance costs to identify long-term economic costs and benefits.

♦ Enterprise architecture development and evaluation

- Information assurance, including program management oversight, certification and accreditation (C&A), security classification guidance, privacy impact assessments, system security plans, and plan of actions and milestones (POA&M) monitoring

- IT investment assessment, including determination of the quantitative and qualitative business value of IT investments

- IT portfolio management, including integrating the capital planning, enterprise architecture, strategic planning, and budget processes

- Performance management, including development of key performance parameters that align with agency strategic goals and the FEA performance reference model, satisfy government-wide mandates, and use best practice approaches (e.g., balanced scorecard)

- Integrated master schedules (IMS) with discrete milestones at sufficient intervals to measure progress

- Earned-value management systems (EVMSs) that allocate the budget to each milestone activity, measure performance at the project and control account levels, and meet ANSI/EIA-748 requirements

- Performance measurement baseline establishment, including the integration of cost, schedule, and scope baselines.

♦ Integrated baseline reviews (IBRs)

- Management processes and templates that manage risk while allowing for differences in project size, complexity, scope, duration

- Operational analysis and post-implementation reviews, including evaluating the cost of continued maintenance support, assessing technology opportunities, and considering potential retirement or replacement of the investment

- Certified Information Technology Infrastructure Library (ITIL) analysis and standards development

- Requirements analysis, including evaluation or development of functional, technical/operational, and support requirements for IT systems (This includes using modeling languages and automated tools to capture requirements, and facilitating various forms of requirements working groups)

- IT strategic planning, including documentation of business vision, identification of performance-based goals and objectives, and evaluation of IT strategic plan alignment with target enterprise architecture.

♦ Program management office support

- The development of program schedules and budget, management reporting, and stakeholder communications

- Support of integrated process teams

- Functional, technical, and administrative expertise and support.

- ♦ Enterprise systems sourcing
  - Acquisition planning, including preparation and execution of budgetary, contracting, evaluation, testing, and program management strategies
  - Development of pre-acquisition documents, including analysis of alternatives, acquisition strategies and plans
  - Market research and assistance with industry interactions
  - Cost/performance assessment, based on analysis of performance, total cost of ownership, and life-cycle costing for business operations and IT capital assets
  - Development of requests for proposals (RFPs), including preparation of the RFP, instructions to vendors, evaluation criteria, and service-level agreements
  - Evaluation planning, including the development of evaluation criteria, instructions to vendors, training of evaluation teams, scheduling, scoring strategy, and source selection advisory and administrative services
  - Sourcing governance, including assessing the RFP, developing performance measures, providing cost estimates, and advising the source selection committee
  - Sourcing strategies, including evaluation of application service providers, system integrators, COTS products, and outsourcing alternatives
  - Testing, including development of testing plans and procedures, establishment of criteria to evaluate COTS applications, and documentation of test results and conclusions.
- ♦ Enterprise systems program assessment
  - Architectural analysis, including analysis of business needs, system efficiencies, and technologies to identify opportunities for improvements
  - Business process reengineering, including assessments of programs, operations, and resources to improve delivery of IT services
  - Change management, including development of change management strategies and plans to accommodate impact of proposed changes on project schedule, program operations, and software configuration
  - Capability maturity model integration assessment, including evaluation of vendor proposals to determine the level of risk associated with proposed capabilities
  - Development of continuity of operations plans and disaster recovery plans that document agency actions in the event of a local, regional, or national emergency
  - Analysis of system life-cycle costs, including development, implementation, and maintenance, and comparison of costs with benchmarks
  - Earned value tracking and assessment of an EVMS for compliance with ANSI/EIA-748 requirements
  - Independent verification and validation consistent with standards of the Institute of Electrical and Electronics Engineers and the Software Engineering Institute
  - Federal Financial Management Improvement Act compliance reviews
  - Policy analysis and requirements reviews, including analysis of IT policies and of functional, technical, and data requirements
  - Program/project management support, including measurement of project progress by applying standard tools and methods (such as earned value management) and development of data cleanup, data conversion, and interface strategies

- Risk analysis and management, including application of LMI's structured approach to assessing project or program risks and the identification and documentation of mitigation strategies

- Security planning, certification and accreditation (C&A) development, or evaluation of security test and evaluation strategies for physical security and network security procedures

- Privacy impact assessment

- Software development life-cycle planning, including configuration management, testing, and implementation procedures

- Wireless risk assessments

- Testing, including assessments of systems design, implementation, configuration management, data modeling, and test procedures.

Automated Information Systems Services—FSC/PSC Class 307

LMI has a long history of helping agencies with their automated information systems requirements. Our staff assists our clients with the following types of automated information systems design and integration services:

♦ Strategic planning to ensure information resources (existing and planned) are selected and positioned to support the broader goals, objectives, and strategies of the enterprise

♦ Mission needs assessment to define client requirements and to validate requirements

♦ Business process reengineering to ensure compliance with Government Performance and Results Act and Information Technology Management Reform Act requirements

♦ Rapid prototyping, proof-of-concept, and pilot system development and assessment

♦ Internet/intranet and groupware design, planning, and implementation

♦ Acquisition plans and strategies, including legacy system migration strategies, initial cost estimating, and privatization and outsourcing analysis

♦ Market analysis and surveys, vendor identification, and identification and assessment of commercial off-the-shelf (COTS) and other applications

♦ Program management, including technical acquisition and management expertise

♦ Performance measurement, including benchmarks, validation, modeling, and simulation

♦ Development of unique or customized applications, including database planning and design, executive information systems, and decision support systems

♦ System life-cycle documentation, including DoD 5000.2 and business case life-cycle series

♦ Integration support for COTS applications

♦ Independent verification and validation

♦ Full life-cycle object-oriented development and support

♦ Electronic grants management system design, development, and implementation

♦ Development and implementation of public health care management and review systems

♦ Open standard system development

♦ Web-based systems implementation.

Programming Services–FSC/PSC Class 308

Our staff offers an array of special programming services to support our customers' requirements. We provide the best combination of experience that matches our understanding of agency needs and programming requirements. To support our clients, we offer the following types of programming services:

♦ Data modeling, data administration and quality studies, data center or repository planning and development, data management and warehousing, and records management

♦ Rapid prototyping, proof-of-concept, and pilot system development and assessment

♦ Internet/intranet and groupware design, planning, and implementation

♦ Development of unique or customized applications, including database planning and design, executive information systems, and decision-support systems

♦ Full life-cycle object-oriented development and coding

♦ Open standard system development

♦ Web-based systems implementation.

IT Backup and Security Services–FSC/PSC Class 310

LMI has extensive experience with administering and maintaining network data backup systems. Our trained engineers are proficient in the use of a variety of hardware and software backup systems and in the theory of data backup management. LMI personnel are proficient in monitoring a customer's network environment using a variety of monitoring and analysis tools for network traffic within the customer's information technology environment. We provide full network administrative support for stand-alone classified networks and support their client workstations.

We provide the following types of IT backup and security services:

♦ Physical security reviews of IT facilities

♦ Administration and maintenance of critical security components of the infrastructure, including firewalls, routers, and host-based and application-based security

♦ Design, development, and implementation of data backup, off-site storage, and recovery procedures for networks

♦ Physical security reviews of IT facilities.

Data Conversion Services–FSC/PSC Class 311

LMI offers expertise in analyzing issues related to the transition or integration of data into a new COTS or custom system. Transition issues include the consequences associated with the continued use of the existing system, assessment of source data quality, and identification of data conversion options. Integration issues include the identification of source data, assessment of source data quality, and development of transformation rules. LMI has developed unique tools and methods for assessing data quality.

We provide the following types of IT data conversion services:

♦ Assessment of data quality in terms of completeness, consistency, timeliness, uniqueness, and validity

♦ Assessment of data accuracy through an on-site desk review

♦ Assessment of the consistency of operations among system users to identify the effect of variance on data conversion

♦ Identification of the best source of data when stored in multiple files

♦ Development of source-to-target data mappings and identification of X12 or other appropriate standard transaction sets to facilitate source-to-target data mappings

♦ Development of a data dictionary for business, technical, and operational metadata, including each data element's definition, authoritative source, valid values, physical characteristics, transformation rules, and use

♦ Identification and evaluation of data conversion risks and methods to mitigate the risks

♦ Development of a data conversion strategy that identifies the conversion options, specifies what data need to be converted, and recommends the conversion approach

♦ Development of a reconciliation approach, including the impact of quality differences between the source and target systems, to validating the conversion success

♦ ET&L (extract, transform, and load) services

♦ Preparation of data for conversion and estimation of the level of effort required to cleanse the data

♦ Identification of baseline metrics (volume and frequency) for each type of data being converted

♦ Implementation of data conversion strategies

♦ Migration of data from source systems to other systems

♦ Development and implementation of data exchange processes

♦ Data cleansing and data quality control

♦ Development and implementation of data governance initiatives and tools.

IT Network Management Services—FSC/PSC Class 316

LMI performs a comprehensive range of network management services for many government agencies. By studying and analyzing current and planned network systems, we help our clients design, revise, and implement network management systems that are more effective and less costly to support.

We provide the following types of network management services:

♦ Internet/intranet and groupware design, planning, and implementation

♦ Performance measurement, including benchmarking, validation, modeling, and simulation

♦ System architecture, systems engineering, and integration

♦ System acquisition and integration of new technologies into network and server operations

♦ Design, development, implementation, and maintenance of network services

♦ Security and vulnerability assessments of network operations

♦ Security penetration tests of network operations

♦ Network performance tuning and identification of load balancing and resource optimization techniques

♦ LAN/WAN analysis and identification of architectural improvements

♦ Monitoring of services to ensure data integrity, availability, and reliability

- Statistical analysis of network activity and benchmarking

- Maintenance of domain name servers

- Configuration, administration, and maintenance of mail exchangers and electronic mail solutions

- Configuration and maintenance of network file solutions and application servers

- Support for Internet and intranet solutions, including design, development, and implementation of groupware solutions

- Load testing of application software.

Automated News, Data and Other Information Services— FSC/PSC Class 317

We provide the following types of automated news, data, and other information services:

- Risk analysis, security assessment, vulnerability assessment of network and software applications, and privacy impact assessment

- System accreditation and certification

- System security, disaster recovery, continuity of operations, and configuration management planning and documentation

- Design, development, and implementation of security solutions, including a demilitarized zone and test and development environments

- Design, development, and implementation of a security solution, including Public Key Infrastructure and directory services

- Guidance on effective use of encryption technology to ensure data integrity and user accountability

- Information security awareness training

- Earned value management training

- CPIC training

- Development of information use plans for classified data

- Administration and maintenance of critical security components of the infrastructure, including firewalls, routers, and host-based and application-based security

- Design, development, and implementation of data backup, off-site storage, and recovery procedures for networks

- Physical security reviews of IT facilities

- Integration of security monitoring solutions to detect breaches and address issues that arise

- Design, development, and maintenance of password and user account policies.

Other IT Services

Desktop Management

LMI offers a comprehensive approach to managing all the computers, laptops, and other computing devices within an organization. LMI's desktop management services are a component of our service management/service delivery consulting practice, which focuses on the administration of all components of an organization's information systems and includes network management and database management.

We provide the following types of desktop management services:

♦ Customer service support, including help desk activities and support to end users

♦ Hardware and software installation and integration

♦ Hardware and software problem diagnosis, troubleshooting, tracking, and resolution

♦ End-user workstation configuration, security, and documentation

♦ Daily operation and monitoring of client network and server operations (existing and new) and IT facilities

♦ Round-the-clock monitoring and problem resolution for client network operations

♦ Configuration and maintenance of local and network printers and print servers

♦ Configuration, administration, and maintenance of mail exchangers and electronic mail solutions.

Information Assurance

LMI provides an extensive array of information assurance (IA) consulting services and a highly capable and experienced team of IA analysts. LMI has substantial experience assisting federal agencies with IT planning and implementation. Our team of IA analysts and engineers is expert in the aggregate of public law, directives, regulations, and rules that regulate how an organization manages, protects, and distributes information, such as DoD Instruction 8510.01. LMI team members offer strong, hands-on technical and functional skills combined with uncommon experience giving unbiased decision support to the government. Our IA analysts hold a wide variety of industry standard certifications, including Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), Microsoft Certified Systems Engineer (MSCE), Certified Ethical Hacker (CEH), and Security+.

We provide the following types of information assurance services:

♦ Cyber security services

♦ Information assurance, including program management oversight, C&A, security classification guidance, privacy impact assessments, system security plans, and POA&M monitoring

♦ Wireless risk assessments

♦ Security planning, certification and accreditation (C&A) development or evaluation of security test and evaluation strategies for physical security, and network security procedures

♦ Privacy impact analysis

♦ Security and vulnerability assessments of network operations

♦ Security penetration tests of network operations

♦ System accreditation and certification

♦ Design, development, and implementation of security solutions, including a demilitarized zone and test and development environments

♦ Integration of security monitoring solutions to detect breaches and address issues that arise

♦ Design, development, and maintenance of password and user account policies

♦ Design, development, and implementation of a security solution, including Public Key Infrastructure and directory services

♦ Guidance on effective use of encryption technology to ensure data integrity and user accountability

- Information security awareness training

- Development of information use plans for classified data

- Administration and maintenance of critical security components of the infrastructure, including firewalls, routers, and host-based and application-based security.

- Federal Information Security Management Act (FISMA) and Financial Systems Integration Office (FSIO) audits.

Other IT Services

We provide the following types of IT support services:

- Development of enterprise strategic plans and identification of policy revisions consistent with an agency's business plan

- Analysis and reengineering of business processes and practices

- Development of functional requirements and system design, development, integration, configuration, deployment, and maintenance

- Coordination of enterprise application transformation and integration initiatives

- Program management support for e-business/e-government initiatives

- Development of business process and data models using unified modeling language techniques

- Analysis of commercial software and its applicability to government requirements

- Testing and independent verification and validation

- Integrating of best practices and enabling technologies into day-to-day operations

- System deployment and operational support

- Introduction of customer relationship management and business intelligence concepts to governmental operations and evaluation of alternative software solutions

- Provision of technical skills and development of electronic data interchange and eXtensible Markup Language (XML) standards, implementation conventions, document type definitions, and schemas

- Trading partner/user outreach, training, and documentation support

- System acquisition support, including acquisition strategies, development of requests for proposals, and proposal evaluation

- System development and life-cycle management, including preparation of documentation following the DoD 5000 series guidelines

- Security management, including privacy and authentication of electronic data using technologies such as Public Key Infrastructure

- Support for meeting executive and legislative mandates, including the Government Paperwork Reduction Act, Government Paperwork Elimination Act, Section 508 of the Rehabilitation Act of 1973, and Federal Financial Assistance Management Improvement Act.

Functional Expertise, Labor Categories, and Prices

Description of Functional Expertise for IT Professional Services

Information Technology Professional Services—SIN 132 51

LMI staff has extensive functional expertise in developing and implementing practical solutions covering a range of information and technology management services. More detailed descriptions of our expertise in each of these areas follow.

IT Services, Facility Operations and Maintenance Services

- Customer service support, including Help Desk activities and support to end users
- Hardware and software installation and integration
- Hardware and software problem diagnosis, troubleshooting, tracking, and resolution
- End-user workstation configuration, security, and documentation
- Daily operation and monitoring of client network and server operations (existing and new) and IT facilities
- Configuration management of operational support elements
- Process improvement exercises
- Configuration and maintenance of local and network printers and print servers
- Physical security reviews of IT facilities
- Design, development, and implementation of security solutions, including a demilitarized zone and test and development environments.

IT Systems Development Services

- System design, including economic analysis, planning and design interfaces, alternative design and architecture concepts, assessment of integration opportunities, and network design
- Data modeling, data administration and quality studies, data center or repository planning and development, data management and warehousing, and records management
- Rapid prototyping, proof-of-concept, and pilot system development and assessment
- Internet/intranet and groupware design, planning, and implementation
- Implementation planning, including risk analysis, deployment plans, data conversion, site survey and preparation, and system considerations
- Program management, including technical acquisition and management expertise
- Development of unique or customized applications, including database planning and design, executive information systems, and decision support systems

- Mobile workforce automation, business process improvement and data collection and management

- Mobile/handheld computer software development, configuration and deployment

- Full life-cycle object-oriented development and support

- Electronic grants management system design, development, and implementation

- Development and implementation of public health care management and review systems

- Open standard system development

- Web-based systems implementation.

IT Systems Analysis Services

- Enterprise systems planning

  - Benchmarking/metric development

  - Business process reengineering

  - IT strategic planning

  - Requirements analysis, including evaluation or development of functional, technical/operational, and support requirements for IT systems

  - Capital planning, including development or evaluation of IT selection, control, and evaluation procedures and ranking criteria, and business case analysis

  - Cost-benefit analysis, including detailed economic analysis of projected operations and maintenance costs to identify long-term economic costs and benefits

  - Enterprise architecture development and evaluation

  - IT investment assessment, including determination of the quantitative and qualitative business value of IT investments

  - Knowledge of federal information management laws and regulations, including the Clinger-Cohen Act, Paperwork Reduction Act, Government Results and Performance Act, Federal Acquisition Streamlining Act, the Chief Financial Officers Act, and relevant Office of Management and Budget guidelines such as Circulars A-11, A-76, A-94, A-109, A-127, and A-130.

- Enterprise systems sourcing

  - Acquisition planning, including preparation and execution of budgetary, contracting, evaluation, testing, and program management strategies

  - Cost/performance assessment

  - Evaluation planning, including development of evaluation criteria, instructions to vendors, training for evaluation teams, schedules, and scoring strategy

  - Development of requests for proposals

  - Sourcing governance, including assessing the RFP, developing performance measures, providing cost estimates, and advising the source selection committee

  - Sourcing strategies, including evaluation of application service providers, system integrators, COTS products, and outsourcing alternatives.

- Enterprise systems program assessment

  - Architectural analysis

- Business process reengineering

- Change management

- Capability Maturity Model Integration assessment

- Development of continuity of operations plans and disaster recovery plans that document agency actions in the event of a local, regional, or national emergency

- Analysis of system life cycle costs

- Independent verification and validation

- Policy analysis/requirements review

- Program/project management support, including measurement of project progress by applying standard tools and methods (such as earned value management) and development of data cleanup, data conversion, and interface strategies

- Risk analysis and management

- Security planning, including development or evaluation of security test and evaluation strategies for physical security, network security, and certification procedures

- Guidance on effective use of encryption technology to ensure data integrity and user accountability

- Information security awareness training

- Development of information use plans for classified data

- Software development life-cycle planning

- Testing, including assessments of systems design, implementation, configuration management, data modeling, and test procedures.

IT System Design and Integration Services

♦ Strategic planning to ensure that information resources (existing and planned) are selected and positioned to support the broader goals, objectives, and strategies of the enterprise

♦ Mission needs assessment to define client requirements and validate requirements

♦ Business process reengineering to ensure compliance with Government Performance and Results Act, and Information Technology Management Reform Act requirements

♦ Rapid prototyping, proof-of-concept, and pilot system development and assessment

♦ Internet/intranet and groupware design, planning, and implementation

♦ Acquisition plans and strategies, including legacy system migration strategies, initial cost estimating, and privatization and outsourcing analysis

♦ Market analysis and surveys, vendor identification, and identification and assessment of commercial off-the-shelf (COTS) and other applications

♦ Program management, including technical acquisition and management expertise

♦ Performance measurement, including benchmarks, validation, modeling, and simulation

♦ Information Assurance (IA) program management oversight

♦ Independent verification and validation (IV&V) of certification and accreditation (C&A) programs

♦ C&A methodology development and implementation

♦ Analysis and implementation of Federal security policies, regulations, directives, instructions, guidance and mandates, including the Federal Information Security Management Act (FISMA) and the DoD Information Assurance Certification and Accreditation Process (DIACAP)

♦ System security, disaster recovery, continuity of operations, and configuration management planning and documentation

♦ Development of unique or customized applications, including database planning and design, executive information systems, and decision support systems

♦ Integration support for COTS applications

♦ Full life-cycle object-oriented development and coding

♦ Electronic grants management system design, development, and implementation

♦ Development and implementation of public health care management and review systems.

♦ Open standard system development

♦ Web-based systems implementation.

Programming Services

♦ Data modeling, data administration and quality studies, data center or repository planning and development, data management and warehousing, and records management

♦ Rapid prototyping, proof-of-concept, and pilot system development and assessment

♦ Internet/intranet and groupware design, planning, and implementation

♦ Development of unique or customized applications, including database planning and design, executive information systems, and decision support systems

♦ Full life-cycle object-oriented development and coding

♦ Open standard system development

♦ Web-based systems implementation.

IT Data Conversion Services

♦ Assessment of data quality in terms of completeness, consistency, timeliness, uniqueness, and validity

♦ Assessment of data accuracy through an on-site desk review

♦ Assessment of the consistency of operations among system users to identify the impact of variance on data conversion

♦ Identification of the best source of data when stored in multiple files

♦ Development of source-to-target data mappings and identification of X12 or other appropriate standard transaction sets to facilitate source-to-target data mappings

♦ Development of a data dictionary for business, technical, and operational metadata, including each data element's definition, authoritative source, valid values, physical characteristics, transformation rules, and use

♦ Identification and evaluation of data conversion risks and of methods to mitigate the risks

♦ Development of a data conversion strategy that identifies the conversion options, specifies what data need to be converted, and recommends the conversion approach

♦ Development of a reconciliation approach, including the impact of quality differences between the source and target systems, to validating the conversion success

♦ Development of an approach to preparing the data for conversion and estimation of the level of effort required to cleanse the data

♦ Identification of baseline metrics (volume and frequency) for each type of data being converted.

Telecommunications Network Management Services

♦ Internet/intranet and groupware design, planning, and implementation

♦ Performance measurement, including benchmarking, validation, modeling, and simulation

♦ System architecture, systems engineering, and integration

♦ System acquisition and integration of new technologies into network and server operations

♦ Design, development, implementation, and maintenance of network services

♦ Security and vulnerability assessments of network operations

♦ Security penetration tests of network operations

♦ Network performance tuning and identification of load balancing and resource optimization techniques

♦ LAN/WAN analysis and identification of architectural improvements

♦ Monitoring of services to ensure data integrity, availability, and reliability

♦ Statistical analysis of network activity and benchmarking

♦ Maintenance of domain name servers

♦ Configuration, administration, and maintenance of mail exchangers and electronic mail solutions

♦ Configuration and maintenance of network file solutions and application servers

♦ Support for Internet and Intranet solutions, including design, development, and implementation of groupware solutions

♦ Load testing of application software

♦ Risk analysis, security assessment, and vulnerability assessment of network and software applications

♦ Design, development, and implementation of a security solution, including Public Key Infrastructure and directory services

♦ Administration and maintenance of critical security components of the infrastructure, including firewalls, routers, and host-based and application-based security

♦ Design, development, and implementation of data backup, off-site storage, and recovery procedures for networks

♦ Integration of security monitoring solutions to detect breaches and address issues that arise

♦ Design, development, and maintenance of password and user account policies.

Other IT Services

♦ Development of enterprise e-business/e-government strategic plans and identification of policy revisions consistent with an agency's business plan

♦ Analysis and reengineering of business processes and practices

- Development of functional requirements and system design, development, integration, configuration, deployment, and maintenance

- Coordination of enterprise application transformation and integration initiatives

- Program management support for e-business/e-government initiatives

- Development of business process and data models using unified modeling language techniques

- Analysis of commercial e-business/e-government software and its applicability to government requirements

- Testing and independent verification and validation

- Integrating of best practices and enabling technologies into day-to-day operations

- System deployment and operational support

- Introduction of customer relationship management and business intelligence concepts to governmental operations and evaluation of alternative software solutions

- Provision of technical skills and development of electronic data interchange and eXtensible Markup Language (XML) standards, implementation conventions, document type definitions, and schemas

- Trading partner/user outreach, training, and documentation support

- System acquisition support, including acquisition strategies, development of requests for proposals, and proposal evaluation

- System development and life-cycle management, including preparation of documentation following the DoD 5000 series guidelines

- E-business/e-government security management, including privacy and authentication of electronic data using technologies such as Public Key Infrastructure

- Support for meeting executive and legislative mandates, including the Government Paperwork Reduction Act, Government Paperwork Elimination Act, Section 508 of the Rehabilitation Act of 1973, and Federal Financial Assistance Management Improvement Act.

LMĨ

GSA
FSS Contractor

Labor Categories/Descriptions[1]

Function/position description	Education and experience
Executive Program Manager	
Manages the research program to ensure successful completion of tasks on time and within budget. Maintains relationships with high-level government customers to ensure customer satisfaction. May include Subject Matter Experts with particular functional expertise.	♦ Advanced degree with 20 years experience in government or private-sector or Bachelor's degree with 22 years experience in government or private-sector. ♦ 8 or more years of management experience with projects of increasing size and difficulty. [2]
Senior Program Manager	
Supervises multiple large-scale, complex projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise.	♦ Advanced degree with 15 years of experience or Bachelor's degree with 17 years of experience. ♦ 4 or more years of management experience with projects of increasing size and difficulty.[2]
Senior Project Leader	
Supervises multiple small to medium sized, complex projects in the leader's area of expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise.	♦ Advanced degree with 15 years of experience, or Bachelor's degree with 17 years of experience, or 21 years of experience with no degree. ♦ 2 or more years of supervisory or project management experience in areas described in functional expertise above.[2]
Project Leader 1	
Responsible for execution of large, complex projects. Interacts with customer on technical issues. May include Subject Matter Experts with particular functional expertise.	♦ Advanced degree with 12 years of experience, or Bachelor's degree with 14 years of experience, or 18 years of experience with no degree. ♦ Experience in leading increasingly complex projects in functional areas described above.

[1] All references to experience mean relevant work experience.

Experience and education may be substituted for one another: 4 years of experience is equivalent to a bachelor's degree and 2 years of experience is equivalent to each advanced degree. Likewise, a bachelor's degree is equivalent to 4 years of experience and each advanced degree is equivalent to 2 years of experience. All labor categories require a high school degree, GED, or recognized equivalent.

All references to an advanced degree mean a master's degree or higher.

[2] Not required for Subject Matter Experts.

Labor Categories/Descriptions[1]

Function/position description	Education and experience
Project Leader 2	
Responsible for execution of small to medium-size, complex projects. Interacts with customer on technical issues. May include Subject Matter Experts with particular expertise.	♦ Advanced degree with 11 years of experience, or Bachelor's degree with 13 years of experience, or 17 years of experience with no degree. ♦ Experience in project leadership on tasks in areas of functional expertise.
Senior Specialist 1	
Serves as the lead analyst or Subject Matter Expert on large complex projects. May be responsible for executing less complex projects.	♦ Advanced degree with 10 years of experience, or Bachelor's with 12 years of experience, or 16 years of experience with no degree. ♦ Some experience in managing small tasks or subtasks requiring expertise in functional areas described above.
Senior Specialist 2	
Serves as the lead analyst or Subject Matter Expert on large complex projects. May be responsible for integrating results from multiple subtasks.	♦ Advanced degree with 9 years of experience or Bachelor's with 11 years of experience, or 15 years of experience with no degree. ♦ Some experience on large, technically complex projects in areas of functional expertise.
Senior Specialist 3	
Serves as the lead analyst or Subject Matter Expert on large complex projects. May be responsible for executing one or more subtasks on a project.	♦ Advanced degree with 8 years of experience, or Bachelor's with 10 years of experience, or 14 years of experience with no degree. ♦ Experience in one of the functional areas or related disciplines included in the description of functional expertise.
Specialist 1	
Provides specific expertise required for a task, including but not limited to high-level analytical assignments.	♦ An advanced degree with 6 years of experience, or Bachelor's degree with 8 years of experience, or 12 years of experience with no degree. ♦ Experience in one of the functional areas or related disciplines included in the description of functional expertise.

Labor Categories/Descriptions[1]

Function/position description	Education and experience
Specialist 2	
Provides specific expertise required for a task, including but not limited to mid-level analytical assignments.	♦ An advanced degree with 5 years of experience, or Bachelor's degree with 7 years of experience, or 11 years of experience with no degree. ♦ Experience in one of the functional areas or related disciplines included in the description of functional expertise.
Specialist 3	
Provides specific expertise required for a task, including but not limited to entry-level analytical assignments.	♦ Advanced degree with 4 years of experience, or Bachelor's degree with 6 years of experience or 10 years of experience with no degree. ♦ Experience in one of the functional areas or related disciplines included in the description of functional expertise.
Specialist 4	
Provides specific expertise requirement for a task, including but not limited to assisting with entry-level analytical assignments.	♦ Advanced degree with 2 years of experience, or Bachelor's degree with 4 years of experience, or 8 years of experience with no degree.
Analyst 1	
Serves as a project team member.	♦ Advanced degree with 1 year of experience, or Bachelor's degree with 3 years of experience, or 7 years of experience with no degree. ♦ Experience in one of the functional areas or related disciplines included in the description of functional expertise.
Analyst 2	
Serves as a project team member.	♦ Advance degree with no experience, or Bachelor's degree with 1 year of experience, or 5 years of experience with no degree. ♦ Experience in one of the functional areas or related disciplines included in the description of functional expertise.

Labor Categories/Descriptions[1]

Function/position description	Education and experience
Analyst 3	
Serves as a project team member.	♦ Bachelor's degree with less than 1 year of experience or 4 years of experience. ♦ Experience in one of the functional areas or related disciplines included in the description of functional expertise.
Research Specialist	
Provides research support to projects. May include database management and computer support.	♦ Bachelor's degree with no experience, or Associate degree with 2 years experience, or High school degree or equivalent with 4 years experience. ♦ Includes summer interns with technical backgrounds.
IT Project/Research Support	
Provides technical research support to IT projects. Performs research, analysis and evaluation of IT projects. Interprets technical documentation standards and prepares documentation. *This labor category is offered only in conjunction with IT Professional labor categories and cannot be purchased separately*.	♦ Associate degree with 4 years of experience, or High school degree or equivalent with 2 semesters of college credit. ♦ Includes co-op students with technical or analytical coursework.

Labor Categories/Descriptions[1]

Function/position description	Education and experience
IT Research Assistant	
Provides general research support to projects. Provides research support to IT projects. Uses electronic spreadsheets and other administrative software products to organize information into meaningful technical reports and presentation material. This labor category is offered only in conjunction with IT Professional labor categories. *This labor category is offered only in conjunction with IT Professional labor categories and cannot be purchased separately.*	♦ Associate degree, or High school degree or equivalent with 2 years experience; includes summer interns.
IT Executive Support	
Provides executive administrative support to management team for IT projects. Prepares graphical and print/production ready IT-related materials. Must be familiar with IT terminology and be able to use various PC word processing software products. *This labor category is offered only in conjunction with IT Professional labor categories and cannot be purchased separately.*	♦ Bachelor's degree with 4 years of experience, or 8 years of experience with no degree.
IT Administrative Support	
Prepares graphical and print/production ready technical materials, integrates material from various IT technical sources, and provides meeting support on IT projects. Must be able to use various PC word processing software products. *This labor category is offered only in conjunction with IT Professional labor categories and cannot be purchased separately.*	♦ Bachelor's degree with no experience or 3 years of relevant experience in administrative support activities.

Labor Category Rates

Our labor rates from January 12, 2016 to January 11, 2021 are shown in the table below.

Labor Category	1/12/16 to 1/11/17		1/12/17 to 1/11/18		1/12/18 to 1/11/19		1/12/19 to 1/11/20		1/12/20 to 1/11/21	
	On-site Labor Rate	Off-site Labor Rate	On-site Labor Rate	Off-site Labor Rate	On-site Labor Rate	Off-site Labor Rate	On-site Labor Rate	Off-site Labor Rate	On-site Labor Rate	Off-site Labor Rate
Executive Program Manager	$442.11	$315.80	$451.84	$322.75	$461.78	$329.85	$471.94	$337.11	$482.32	$344.53
Senior Program Manager	$345.62	$246.87	$353.23	$252.30	$361.00	$257.85	$368.94	$263.52	$377.06	$269.32
Senior Project Leader	$293.39	$209.58	$299.85	$214.19	$306.45	$218.90	$313.19	$223.72	$320.08	$228.64
Project Leader 1	$260.33	$185.95	$266.06	$190.04	$271.91	$194.22	$277.89	$198.49	$284.00	$202.86
Project Leader 2	$237.16	$169.40	$242.38	$173.13	$247.71	$176.94	$253.16	$180.83	$258.73	$184.81
Senior Specialist 1	$222.77	$159.11	$227.67	$162.61	$232.68	$166.19	$237.80	$169.85	$243.03	$173.59
Senior Specialist 2	$211.44	$151.03	$216.09	$154.35	$220.84	$157.75	$225.70	$161.22	$230.67	$164.77
Senior Specialist 3	$200.77	$143.41	$205.18	$146.57	$209.69	$149.79	$214.30	$153.09	$219.01	$156.46
Specialist 1	$187.10	$133.66	$191.22	$136.60	$195.43	$139.61	$199.73	$142.68	$204.12	$145.82
Specialist 2	$171.44	$122.46	$175.21	$125.15	$179.06	$127.90	$183.00	$130.71	$187.03	$133.59
Specialist 3	$155.65	$111.17	$159.07	$113.62	$162.57	$116.12	$166.15	$118.67	$169.81	$121.28
Specialist 4	$145.90	$104.22	$149.11	$106.51	$152.39	$108.85	$155.74	$111.24	$159.17	$113.69
Analyst 1	$137.08	$97.91	$140.10	$100.06	$143.18	$102.26	$146.33	$104.51	$149.55	$106.81
Analyst 2	$120.18	$85.84	$122.83	$87.73	$125.53	$89.66	$128.29	$91.63	$131.11	$93.65
Analyst 3	$109.00	$77.84	$111.40	$79.55	$113.85	$81.30	$116.35	$83.09	$118.91	$84.92
Research Specialist	$92.21	$65.88	$94.24	$67.33	$96.31	$68.81	$98.43	$70.32	$100.60	$71.87
IT Research Assistant[1]	$49.83	$35.61	$50.93	$36.39	$52.05	$37.19	$53.20	$38.01	$54.37	$38.85
IT Administrative Support[1]	$101.84	$72.73	$104.08	$74.33	$106.37	$75.97	$108.71	$77.64	$111.10	$79.35
IT Project/Research Support[1]	$67.08	$47.92	$68.56	$48.97	$70.07	$50.05	$71.61	$51.15	$73.19	$52.28
IT Executive Support[1]	$115.53	$82.52	$118.07	$84.34	$120.67	$86.20	$123.32	$88.10	$126.03	$90.04

Notes:

- Other Direct Costs (e.g., Travel): Other Direct Costs (e.g., Travel): Allowable travel costs will be handled in accordance with the FAR Part 31.205-46 and will be determined at the Task Order Level.

- LMI indirect costs applicable to Other Direct Costs (e.g., Material Handling, G&A, etc.) will be handled in accordance with the contractor's disclosed accounting practices consistent with FAR Subpart 16.601 and FAR Part 31, and will be determined at the Task Order Level.

- LMI's fiscal year, shown above, is identical to that of the Federal Government (i.e., begins on 1 October, and ends on 30 September.)

- On-site rates apply to employees whose primary workplace is at LMI facilities; off-site rates apply to employees whose primary workplace is at government or other non-LMI facilities.

[1]These labor categories are offered only in conjunction with IT Professional labor categories.

Proposed labor rates offered for Option Period 1 are available upon request. Option Periods 1, 2, & 3 are not currently under contract.

Terms and Conditions Applicable to Special Item Number 132-51

> **TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-60F)**

The phrase, "Information Technology (IT) Professional Services/Identity Access Management (IAM) Professional Services" in the following paragraphs may need to be revised in order to be consistent with the Offeror's proposal; e.g., if only IT Professional Services are offered, all references to IAM Services should be deleted.

****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

1. SCOPE

a.   The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.

b.   The Contractor shall provide services at the Contractor's facility and/or at the ordering activity

location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

a.   Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

b.   The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c.   Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

a.   Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b.   All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a.   The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b.   The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c.   The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d.   Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or 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. Contractors cannot use GSA city pair contracts.

5.   STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a)   The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

   (1)   Cancel the stop-work order; or

   (2)   Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b)   If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

   (1)   The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

   (2)   The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c)   If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d)   If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6.   INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS

(MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS 2009) (ALTERNATE ITEMS (MAR ☐ ☐ OCT 2008)

(DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT/IAM Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a.   Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b.   To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize,or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a)	The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b)	The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

    (1)	The offeror;

    (2)	Subcontractors; and/or

    (3)	Divisions, subsidiaries, or affiliates of the offeror under a common control.

## 13.	RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## 14.	INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## 15.	APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## 16.	DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

a.	The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b.	Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of

systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

LMI: An Overview

LMI is a mission-oriented consulting firm dedicated to improving the management of government. Through objective analysis and technical ingenuity, LMI provides leaders with the information and tools needed to deliver value. LMI's commitment to public service results in practical solutions with broad potential for impact and client benefit.

Our Organization

LMI drives integrated offerings in support of the unique needs of its clients. We deliver specific capabilities to key sectors of Government:

Clients/Missions	Capabilities/Services
♦ Civil Government ♦ Healthcare ♦ Homeland Security ♦ Intelligence ♦ National Defense	♦ Information Technology Services ♦ Acquisition & Grants Management ♦ Financial & Resource Management ♦ Energy & Environment ♦ Infrastructure & Engineering Management ♦ Health Management ♦ Enterprise and Operational Logistics ♦ Organizational Design and Improvement ♦ Human Capital Management ♦ Program Management ♦ Strategy, Policy & Planning

LMI's staff includes over 1,000 professionals focused on delivering value-added solutions to support and sustain the unique missions of our clients. Internally, we organize around five divisions:

- Technology Services
- Materiel Management
- Resource Management
- Operational Logistics
- Health Management.

The Technology Services Division is the cornerstone in developing, supporting, and delivering comprehensive solutions to the complex challenges faced by Government in the other four disciplines. In satisfying those integration responsibilities, our divisions make extensive use of advanced technologies, proven management concepts, best practices, and sound analytical techniques.

We are supported by a capable and efficient business operation that makes doing business with LMI straightforward. We also invest in innovation through our LMI Research Institute (LRI). The LRI gives LMI the ability to look forward beyond today's challenges to the key issues that will confront Government decision-makers in the future.

Delivery Solutions

We take a matrixed approach to delivering common-sense integrated technology solutions to solve and support our clients' challenges. Government's unique challenges require multi-disciplinary expertise and broad capabilities, and from the outset our intent is always to make LMI's internal organization work in support of client needs.

Technology Services

We recognize the critical importance of Technology as a tool to help Government drive performance and the delivery of services. LMI's technology capabilities support the effective use of technology to deliver scalable, reliable solutions and customer service in complex environments. Our Technology Services Division focuses in the following areas:

Information Management—We define "information management" as encompassing those services that involve the "business" of Information Technology (IT). Information Management enables clients to achieve mission by helping analyze, plan, develop implement and evolve effective technology initiatives. Our Information Management work focuses on addressing strategic issues related to enterprise-level information management programs and systems. In this role, we support clients on the following major areas:

♦ *Enterprise Planning:* We prepare strategic plans and provide business case, requirements, architectural, and investment analyses for information management and technology-based programs. Our enterprise planning services support best in class IT governance practices.

♦ *Enterprise Sourcing:* We develop acquisition and evaluation strategies and plans, assess alternative solutions (including outsourcing), prepare business case justifications, and conduct evaluation tests.

♦ *Enterprise Program Management:* We evaluate and manage software-intensive program risk, conduct independent verification and validation analyses, provide development life-cycle oversight support, and develop continuity of operations plans.

♦ *Enterprise Transition Management:* We manage the change associated with transitioning to new operating environments and technology, including business process reengineering, communications planning, and risk planning.

Systems Development and Support—We maintain core competency in full lifecycle IT systems and solution development. We have experience integrating vendor products and developing purpose-built tools where marketplace offerings don't exist. We have familiarity with key development methodologies (such as Agile), and regardless of approach use structured methods for managing all phases of the implementation life cycle, keeping projects on track while mitigating risks.

We understand business and technology trends, value propositions, and success-oriented models, and we are experienced across the range of e-government technologies, knowledgeable of private-sector best practices, and well qualified to assist in any business area streamlining initiative.

Our core capabilities include functional requirements analysis, systems analysis, structured design, systems prototyping, rapid application development, independent technical assessments and evaluations, systems integration, systems support, and hosting. We also have demonstrated capabilities in the following areas:

♦ Cloud

♦ Cybersecurity

- Knowledge management

- Document management

- Database Design

- Data warehousing

- Analytics

- Web and mobile applications

- Workflow automation

- COTS and custom implementations

- Survey applications

- E-learning solutions

Technology Program Management—LMI assists clients with managing the complexities of large-scale technology transformations. We specialize in the following:

- *Technology Assessments and Prototyping*: We are skilled in assessing the use of emerging logistics technologies in government applications and in demonstrating the potential contributions of those technologies through the use of prototypes.

- *Business Gap Analyses:* We are experienced in helping government organizations analyze their logistics operations, including manufacturing source planning, strategic planning, and identifying and analyzing performance monitoring and readiness metrics.

- *Planning and Implementation Support:* We are specialists in helping government organizations develop operating concepts and technical architectures for key systems.

- *Vendor and Resource Management:* Large-scale technology transformation initiatives often require resources from multiple sources. Vendor staff, integrators, and clients must work efficiently and effectively to drive results, designing, building and testing key functionality in compressed timeframes. Effective coordination between these multiple resource types is critical to avoid early misses that cost time and money to fix later.

- *Cybersecurity program management:* We recognize the critical nature of the cyber threat across all pieces of the technology spectrum. We focus on designing effective risk-based programs using the right combinations of people, process, and technology to address this dynamic and evolving threat.

Disciplines supported by our Information Technology expertise:

- Supply chain management and mathematical modeling

- Maintenance and readiness

- Acquisition

- Energy and environment

- Health management

- Operational and enterprise-based logistics

- Infrastructure and engineering management

- Intelligence

- Organizational and human capital solutions

- Financial management

- Healthcare Information Technologies

- Logistics Technologies in the Global environment

Our Commitment to Quality and Objectivity

We pursue quality relentlessly—in the types of work we undertake, in the advice and products we provide, in the skills and experience we require of our staff, and in the internal business practices we follow. Our project teams are committed to providing high-quality technology advice and products through their understanding of continuous process improvement, their use of early and thorough project plans, their detailed knowledge of functional areas that the technology supports, and their emphasis on clear and frequent communication and interaction with clients.

We manage all projects in accordance with our ISO 9001-certified quality management system. We maintain a CMMI Level III certification for Development and Systems as a further demonstration of our commitment to quality and disciplined process. We use an internal IT based system to track all project deliverables to ensure quality reviews are completed and products meet client needs. We also use peer review teams to ensure that we deliver high-quality advice and products on projects that require special attention, and encourage staff members to continually upgrade their technical, management, and personal skills through attendance at conferences, workshops, and seminars.

Building on our not-for-profit status and our focus on public-sector management, we are adamant that objectivity be the foundation of every project. We demand that our project teams deliver unbiased advice, free of commercial and political conflicts of interest.

Our Clients

Some of the organizations that we have supported under General Services Administration Federal Supply Schedules and other contract vehicles include the following:

- African Center for Strategic Studies
- Agency for International Development
- American Red Cross
- Army Corps of Engineers
- Architect of the Capital
- Centers for Medicare and Medicaid Services
- Chief Financial Officers Council
- Defense Commissary Agency
- Defense Finance and Accounting Service
- Defense Information Systems Agency
- Defense Logistics Agency
- Department of Agriculture
- Department of the Air Force
- Department of the Army
- Department of Commerce
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of the Interior
- Department of the Navy
- Department of State
- Department of Transportation
- Department of the Treasury
- Department of Veterans Affairs
- District of Columbia
- Environmental Protection Agency
- Federal Acquisition Service
- Federal Aviation Administration
- Federal Emergency Management Agency
- Food and Drug Administration
- Food Safety and Inspection Service

- General Services Administration
- Immigration and Customs Enforcement
- Internal Revenue Service
- Inter-American Development Bank
- International Monetary Fund
- Johns Hopkins University
- Joint Chiefs of Staff
- Library of Congress
- National Aeronautics and Space Administration
- National Institutes of Health
- National Oceanic and Atmospheric Administration
- North Atlantic Treaty Organization
- Office of Management and Budget
- Office of Personnel Management
- Office of the Secretary of Defense
- Public Buildings Service
- Securities and Exchange Commission
- Smithsonian Institution
- State of Maryland
- U.S. Capitol Police
- U.S. Coast Guard
- U.S. Courts
- U.S. Customs and Border Protection
- U.S. House of Representatives
- U.S. Marine Corps
- U.S. Marshals Service
- U.S. Postal Service
- U.S. Senate
- U.S. Transportation Command
- Various nonprofit organizations
- World Bank
- Numerous state and local government entities

LMI Office Locations

McLean, VA—Corporate Headquarters

Illinois:	Scott AFB
Maryland:	Aberdeen
	Baltimore
Pennsylvania:	Mechanicsburg
Texas:	San Antonio
Virginia:	McLean
	Newport News
	Fort Lee

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