



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

Price list current as of Modification #PS-A824 effective 08-18-2020

Multiple Award Schedule

Federal Supply Group: Professional Services

Class: C R499

Contract Number: 47QRAA19D003F

Contract Period: January 20, 2019 through January 19, 2024

Business Size: Small Business

Contractor: LegalNet Works, Inc.
DBA: Zeichner Risk Analytics (ZRA)
4601 Fairfax Drive, Suite 1130
Arlington, VA 22203

Telephone: (703) 351-1101

FAX Number: (703) 351-1109

Web Site: <http://www.zra.com>

E-Mail: mallen@zra.com

Contract Administration: Morgan Allen

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on FSS Schedules button at fss.gsa.gov.

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Section 1. CUSTOMER INFORMATION

- 1a. **Table of Awarded Special Item Number(s):**
541611 – Administrative Management and General Management Consulting Services
OLM: Order-Level Materials
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:** See [Section 5. GSA Schedule Pricing](#)
- 2. **Maximum Order:** \$1,000,000.00
- 3. **Minimum Order:** \$100.00
- 4. **Geographic Coverage (delivery area):** Domestic Only
- 5. **Point(s) of production:** Same as company address.
- 6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See [Section 5. GSA Schedule Pricing](#)
- 7. **Quantity discounts:** None.
- 8. **Prompt payment terms:** Net 30 days.
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
- 9a. **Government purchase cards accepted at or below the micro purchase threshold:** Yes.
- 9b. **Government purchase cards accepted or not accepted above the micro-purchase threshold:** Will accept.
- 10. **Foreign items:** None.
- 11a. **Time of delivery.** Specified on the Task Order.
- 11b. **Expedited Delivery:** Specified on Task Order.
- 11c. **Overnight and 2-day delivery:** Specified on Task Order.
- 11d. **Urgent Requirements:** Contact contractor.
- 12. **F.o.b. point(s):** Destination.
- 13a. **Ordering address:** (Same as company address.)

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- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address:** Same as company address.
- 15. Warranty provision:** None.
- 16. Export packing charges, if applicable:** N/A
- 17. Terms and conditions of Government purchase card acceptance:** LegalNet/ZRA will accept Government purchase card for all transactions.
- 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 indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. Terms and conditions for any other services:** N/A
- 21. List of service and distribution points:** N/A
- 22. List of participating dealers:** N/A
- 23. Preventive maintenance:** N/A
- 24.a Environmental attributes:** N/A
- 24.b Section 508 Compliance:** N/A
- 25. Data Universal Number System (DUNS) number:** 96-5637424
- 26. Registration in System for Award Management (SAM) Database:** LegalNet Works/ZRA is registered in SAM.

Contractor will accept LH and FFP.

Section 2. COMPANY OVERVIEW

Formed in 1996, LegalNet Works Incorporated/ZRA focuses on the development of information security laws and regulations (such as FISMA) with an emphasis on liability, risk management, national security, regulatory compliance, and privacy. LegalNet/ZRA has extensive expertise with Fortune 100 CEO's, capital planning, critical infrastructure protection (CIP), national security / emergency preparedness (NS/EP), and certification and accreditation (C&A). LegalNet/ZRA consults both government and industry officials on legal and policy reform in these complex areas.

LegalNet/ZRA's recent experience includes:

- **Cybersecurity Program Management:** Provide full life-cycle support conceptualizing, creating, managing, and growing government cybersecurity programs. Over 17-years' experience in all key areas, including, capability development, artifact creation (Mission Needs Statement; CONOPS; Analysis of Alternatives (AoA), Acquisition Program Baseline, etc.); Capital Planning and Investment Control (CPIC), including budget creation and analysis (e.g., LCCE); Architecture; Program Reporting and Compliance; and Human Capital Planning (hiring, training, retaining – preparation of Tables of Organization). Provide extensive support in concert with security engineers, including IT and security requirements and architecture as well as security operations.
- **Cybersecurity Policy Support:** Provide subject matter expertise and analysis of existing and emerging information security/cybersecurity laws, regulations, and policies, with extensive experience in Department of Homeland Security and in concert with Federal Departments and Agencies. Experience managing White House policy processes (e.g., Interagency Policy Committees for National Security Staff), drafting official policy statements for National Cybersecurity Protection System (NCPS), and providing policy support for principal cybersecurity programs and services (e.g., EINSTEIN - E³A, Enhanced Cybersecurity Services (ECS)).
- **Critical Infrastructure Support** – Present over 17 years' experience working directly with critical infrastructure owners and operators on security challenges. Includes over 13 years' past performance working with U.S. Chief Executive Officers (CEOs) on board-level critical infrastructure public-private partnerships, emergency communications, and risk analysis.
- **IT and Cybersecurity Transformation Support:** Provide IT strategic planning and realignment support, strategic and operational gap identification and analysis, metrics and measures development and implementation, development of dashboards and reporting, and business process engineering and improvement. Additional expertise in the areas of IT transformation that involve cybersecurity challenges and business requirements. Work experience in the past five years covers integration of Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS), and countermeasures as part of existing IT architectures. Also includes integration with cloud service providers and other Departments and Agencies.

- **Cybersecurity Operations and Management:** Provide strategic, operational, technical, and policy support specifically for cybersecurity incident management. Over 10 years' experience in specialty areas – including digital forensics, information sharing, tool development, and SOP development, and incident response.
- **Privacy Support Services:** Over 17 years' experience managing Federal and State & local government privacy requirements. Preparation of Privacy Impact Assessments (PIAs); negotiation of privacy requirements with engineers and technical staff; and development of privacy programs to include Privacy Act, Freedom of Information Act, Wiretap Act 2511s, and other emerging privacy requirements.
- **Interagency Engagement and Outreach support:** Provides subject matter expertise to support engineering and technology outreach and engagement with interagency partners (e.g., Departments and Agencies, NSS/NSC; OMB; OSTP; CIO Council, CISO Council) including developing communications and messaging materials, engagement framework, and program CONOPS.
- **IT Supply Chain Program Management support:** Provides technical, policy, and strategic planning addressing cybersecurity and supply chain challenges in the federal civilian government. Includes special emphasis on risk assessment; compliance with the Federal Acquisition Regulations (FARs); CFIUS reviews; and IT supply chain security capability development.
- **Risk Management support:** Establish processes, procedures, capabilities, and practices to identify and manage potential risks to the federal civilian government information and communications technology infrastructure. Work includes threat, vulnerability, and consequence analysis, quantification of cybersecurity and security metrics, and compliance.
- **Training:** Provide cybersecurity training for analysts, senior executive service, and management. Offer customized and pre-existing (Off-the-Shelf) curricula for cybersecurity risks, including threat assessment as well as program creation and management.

LegalNet/ZRA's multi-disciplinary consulting team works with clients on business improvement initiatives on a daily basis. Our team includes research and policy analysts, financial analysts, legal analysts, multi-media and training specialists, facilitators, and other professionals with experience in performance improvement and change initiatives. Our team maintains a minimum of Secret clearance and most possess active Top Secret clearances with SCI access.

Section 3. DESCRIPTION OF SERVICES

541611 – Administrative Management and General Management Consulting Services

LegalNet Works/ZRA views our consulting services as the backbone our MOBIS engagements. Our team provides expert advice, guidance, and counsel to improve the performance, quality, timeliness and efficiency of services provided by its government clients. Our consulting services are enhanced by our firsthand knowledge of and experience with commercial and government best practices, broad subject-matter expertise, and a deep understanding of the federal government.

The LegalNet Works/ZRA team provides comprehensive consulting services that include the following:

- Management and Strategy Consulting
- Program Planning, Audits, and Evaluations
- Studies, Analyses/Assessments, Scenarios, and Reports, such as
 - Defense studies
 - Tabletop exercises or scenario simulations
 - Educational studies
 - Regulatory or Policy Assessments
 - Organizational Assessments
- Executive/Management Coaching Services
- Customized Business Training
- Policy and Regulation Development
- Business Process Reengineering

Section 4. LABOR CATEGORIES

EXECUTIVE ADVISOR

General Experience:

Interfaces with senior management, provides guidance to management teams, and oversees program quality. Reviews work product to ensure integration across projects and program teams. Develops substantive technical and policy concepts and ensures full articulation in deliverables.

Principal Duties and Responsibilities:

Executive responsible for oversight and direction of activities in accordance with objectives and policies, industry standards, and best practices. Senior expert presents extensive, enterprise-wide knowledge and experience. Provides thought leadership and strategic insight concerning direction, vision, policy, and technical impacts, and ensures strategies and mission objectives are met against those considerations.

Minimum Education:

- Bachelor's degree and 5 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

SENIOR ADVISOR

General Experience:

Interfaces with management, provides guidance for consulting personnel, and leads consulting effort. Provides project oversights and ensures quality objectives are met. Supports full integration of work across projects and program and helps articulate technical and policy concepts in deliverables.

Principal Duties and Responsibilities:

Responsible for managing activities in accordance with objectives and policies, industry standards, and best practices. Drives strategic objectives and content. Develops knowledge and capabilities derived from broad range of cross industry and government experiences. Develops innovative approaches to address challenges.

Minimum Education:

- Bachelor's degree and 2 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

ADVISOR

General Experience:

Interfaces with customer key personnel, provides guidance to project leaders, and supports project tasks.

Principal Duties and Responsibilities:

Consults and advises the organization on environmental realities. Communicates significant developments by performing analysis and reporting. Develops knowledge and capabilities derived from a range of cross industry and government experiences. Advisor on operational strategies including budget analysis and metrics, briefings development, whitepaper development, value metrics, and risk mitigation.

Minimum Education:

- Bachelor's degree and 1 year of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

RESEARCH CONSULTANT**General Experience:**

Experience in cybersecurity policy, strategy, technology, or risk management.

Principal Duties and Responsibilities:

Provides consulting services to include but not limited to: research, analysis, and program management support.

Minimum Education:

- Bachelor's degree and 2 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

RESEARCH ASSISTANT**General Experience:**

Experience in policy research, strategy, technology, and/or risk management.

Principal Duties and Responsibilities:

Conducts informational research through use of computerized information sources, libraries and other sources. May perform routine analysis under close supervision. May prepare draft report text with rewrite and review as required.

Minimum Education:

- 0 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

MANAGEMENT CONSULTANT I

General Experience:

Experience in approaches related to cybersecurity risk, process, and communication improvement.

Principal Duties and Responsibilities:

Executes on project deliverables, including research, evaluations, studies, analyses, business policy and regulation development and strategy formulation. Manages a team of research assistants and analysts supporting an agency's information research, analyses, and impact of changes and directives.

Minimum Education:

- Bachelor's degree and 5 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

MANAGEMENT CONSULTANT II

General Experience:

Experience in U.S. Government approaches related to cybersecurity risk. Experience consulting to directors and senior managers on approaches to cybersecurity risk and assist in development of risk-informed methodologies and metrics for cybersecurity.

Principal Duties and Responsibilities:

Analyzes proposed and implemented changes to policies, directives, and leadership and implications to tasking from government agencies. Provides strategic insight concerning direction, vision, policy, and technical impacts, and ensures strategies and mission objectives are met against those considerations. Facilitates development of technical deliverables, provides recommendations on approaches, and contributes directly to work products, and in the development of risk-informed methodologies and metrics for cybersecurity.

Minimum Education:

- Bachelor's degree and 7 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

MANAGEMENT CONSULTANT III

General Experience:

Experience in government and cybersecurity policy knowledge and experience with the problem and solutions spaces associated with growing dependence on information infrastructure. Experience consulting to agency directors and senior managers on approaches to cybersecurity risk and assist in development of risk-informed methodologies and metrics for cybersecurity.

Principal Duties and Responsibilities:

Responsible for oversight, analysis, and dissemination of proposed and implemented changes to policies, directives, and leadership, and implications to tasking from government agencies. Provides leadership and strategic insight concerning direction, vision, policy, and technical impacts, and ensures strategies and mission objectives are met against those considerations. Facilitates development of technical deliverables, provides recommendations on approaches, and contributes directly to work products, and in the development of risk-informed methodologies and metrics for cybersecurity.

Minimum Education:

- Master's degree and 10 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

PRINCIPAL CONSULTANT

General Experience:

Provides consulting to agency directors and senior managers on implementation of agency wide strategy development, implementation, and process improvement initiatives.

Principal Duties and Responsibilities:

Designs, organizes, leads, and conducts executive-level workshops, seminars, training sessions, and facilitation. Tailors strategy development, implementation, and quality improvement courses and workshops for an agency's specific needs. Creates original and innovative models and techniques. Facilitates strategy development, implementation, and process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or areas. Gives lectures or conducts training related to quality implementation or technical enhancement to strategy development, implementation, process improvement, and customer service.

Minimum Education:

- Bachelor's degree and 8 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

SENIOR CONSULTANT

General Experience:

Provides consulting to directors and senior managers on implementation of agency wide quality and process improvement initiatives.

Principal Duties and Responsibilities:

Captures, analyzes, and evaluates customer, project or system requirements. Develops, leads, and conducts quality workshops, seminars, training sessions and facilitation. Tailors strategy development, implementation, and process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Leads and conducts benchmarking surveys for an organization. Facilitates strategy development, implementation, and process improvement efforts requiring a mastery of technical subject matter and experience in specific programs and processes. Manages a team of consultants and analysts supporting an agency's strategy development, implementation, and process improvement and training efforts. Generates program papers and documents.

Minimum Education:

- Bachelor's degree and 6 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

PROJECT MANAGER

General Experience:

Defines and directs administrative and technical specification related to various project sub tasks.

Principal Duties and Responsibilities:

Responsible for adherence to and development of schedules supporting the project. Plans, directs and manages the work activities of contracted personnel at customer sites or the activities supporting a unique customer contract. This includes overseeing the preparation, submission, and accuracy of all required paperwork including status reports, financial statements and other project documentation. The project manager is responsible for the quality of and conformance to requirements and methodologies directly related to the contracted effort and that all problems and/or concerns are brought to the attention of the staff manager.

Minimum Education:

- Bachelor's degree and 4 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

PROGRAM MANAGER

General Experience:

Performs day-to-day management of multiple programs.

Principal Duties and Responsibilities:

Responsible for the scheduling and allocation of work, provides guidance, coordinates training, and recommends/determines personnel actions. Responsible for regional programs planning, execution and performance. Demonstrates written and oral communication skills. Establishes and alters (as necessary) management structure to direct effective contract support activities. Analyzes and presents cost/schedule summary reports and program reviews to contract office technical representatives and contracts officer.

Minimum Education:

- Bachelor's degree and 8 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

SUBJECT MATTER EXPERT: LEVEL II

General Experience:

Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field. Demonstrates exceptional oral and written communication skills.

Principal Duties and Responsibilities:

Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Develops corporate / enterprise level policies, procedures, and directives. Recommends network and technology architecture. Provides top level technical management and development in a particular discipline. Identifies resources required for each task. Some examples of a Functional Expert may include, but are not limited to: intrusion detection expert, network penetration engineer, senior technology management engineer, counter-intelligence analyst, computer forensics expert, risk management specialist, and legal counsel.

Minimum Education:

- Bachelor's degree and 3 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

SUBJECT MATTER EXPERT: LEVEL III

General Experience:

Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field. Demonstrates exceptional oral and written communication skills.

Principal Duties and Responsibilities:

Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Develops corporate / enterprise level policies, procedures, and directives. Recommends network and technology architecture. Provides top level technical management and development in a particular discipline. Identifies resources required for each task. Some examples of a Functional Expert may include, but are not limited to: intrusion detection expert, network penetration engineer, senior technology management engineer, counter-intelligence analyst, computer forensics expert, risk management specialist, and legal counsel.

Minimum Education:

- Bachelor's degree and 4 years of experience

Awarded under the following Special Item Numbers (SIN)s:

541611 – Administrative Management and General Management Consulting Services

Section 5. GSA SCHEDULE PRICING LIST

GOVERNMENT AWARDED PRICES (NET PRICES):

For Special Item Number (SIN)s: 541611 – Administrative Management and General Management Consulting Services

Commercial Labor Category	Hourly Rates
Executive Advisor	\$225.00
Senior Advisor	\$200.00
Advisor	\$175.00
Management Consultant III	\$306.90
Management Consultant II	\$184.14
Management Consultant I	\$127.88
Research Consultant	\$122.21
Research Assistant	\$112.53
Principal Consultant	\$197.28
Senior Consultant	\$141.23
Subject Matter Expert III	\$159.18
Subject Matter Expert II	\$146.45
Program Manager	\$134.78
Project Manager	\$100.82

~ GSA Schedule Pricing List effective 01-20-2019