



**GENERAL SERVICES ADMINISTRATION  
Federal Acquisition Service  
Authorized Federal Supply Schedule Price List  
Professional Services Schedule (PSS)  
Federal Supply Group: PSS**

Special Item Numbers:

874-1 Integrated Consulting Services

874-7 Integrated Business Program Support Services

**SHINE ENTERPRISES, LLC  
(d.b.a. SHINE Systems & Technologies)**

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**Contract Number: GS-00F-179DA**

Contract Period: 6/9/2016 through 6/8/2021

Business Size: Small, HUBZone Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Contract Administration Representative: Brian Kreiter

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

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



## CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

| SIN   | Recovery | SIN Description                              |
|-------|----------|--|
| 874-1 | 874-1RC  | Integrated Consulting Services               |
| 874-7 | 874-7RC  | Integrated Business Program Support Services |

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
- 2. Maximum Order: \$1,000,000.00
- 3. Minimum Order: \$100.00
- 4. Geographic Coverage (delivery Area): Domestic and Overseas
- 5. Point(s) of production (city, county, and state or foreign country): Same as company address
- 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).
- 7. Quantity discounts: 1% discount for orders over \$150,000; 2% discount for orders over \$300,000; and 3% discount for orders over \$650,000.
- 8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$2,500
- 10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule





customer may contact the Contractor for rates for overnight and 2-day delivery:  
Contact Contractor

- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
15. **Warranty provision:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/).
25. **Data Universal Numbering System (DUNS) number:** 808354448
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.



## DESCRIPTION OF PRODUCTS/SERVICES

SHINE Enterprises, LLC, d.b.a. SHINE Systems & Technologies is a Small Business Administration (SBA) certified HUBZone Company in operation since 2008. SHINE provides management consulting, analytical and technical services to the federal, state, and local government, as well as to educational institutions and private industry. SHINE is dedicated to enhancing the safety and security of our country through application of advanced analytics, education, training, and integration of technology. SHINE succeeds through building expert teams and forming solid partnerships to meet and exceed the requirements and challenges presented by clients.

Headquartered in Charlottesville, Virginia, SHINE maintains offices in Luray, Virginia; and Tampa Florida. We have onsite personnel in numerous overseas locations, including Japan, China, Germany, Djibouti, Jordan, Turkey, Bahrain, Afghanistan, and Iraq. Within the United States, we have onsite personnel in California, Colorado, Florida, Hawaii, North Carolina, Virginia, and the District of Columbia, The officers of SHINE are recognized experts in the field of Program and Project Management, Acquisition Management, Risk Management, Quality Management, Subcontract Management, Agile Management, Technology Integration, Intelligence Analysis, and Support to Special Operations Forces.

SIN 874-1: Integrated Consulting Services: SHINE provides expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This includes studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: technology assessment; strategic, business; and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; performance measures and indicators; program audits, evaluations, and customized training.

SIN 874 7: Integrated Business Program Support Services: SHINE provides management or integration of programs and projects to include, but not limited to program management, program oversight, project management and program integration of a limited duration. SHINE uses a variety of industry best practices, processes and functions to support program integration and project management tasks.



## Labor Category Descriptions

| CLIN | GSA Title          | Functional Responsibilities   | Minimum Education | Minimum Experience |
|------|--------------------|---|-------------------|--------------------|
| 1    | Program Manager II | Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program.  | Masters           | 10                 |
| 2    | Project Manager I  | Manages, coordinates, and establishes priorities for complete life-cycle of simple projects including the planning, design, programming, testing, and implementation of business solutions designed to meet requirements of various departments in the company, such as distribution, finance, and manufacturing.   | Bachelors         | 5                  |
| 3    | Consultant VI      | Consults with client or department heads to define need or problem. Oversees research, administers studies, evaluates survey results to obtain data, and analyzes data to advise on or recommend solutions, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization. Requires knowledge in fields defined as non-technical, such as accounting, agriculture, business organization and management, communications, economics, education, finance, health sciences, humanities, marketing, social science, and related fields.  | Masters           | 15                 |
| 4    | Consultant V       | Researches and analyzes basic and complex issues surrounding the processes and systems of an organization. Makes recommendations surrounding improving processes, efficiency and practices. Simulates and tests process improvements. Communicates changes and may provide training to impacted business units. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Requires knowledge in fields defined as non-technical, such as accounting, agriculture, business organization and management, communications, economics, education, finance, health sciences, humanities, marketing, social science, and related fields. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management | Masters           | 12                 |
| 5    | Consultant IV      | Researches and analyzes basic and complex issues surrounding the processes and systems of an organization. Makes recommendations surrounding improving processes, efficiency and practices. Simulates and tests process improvements. Communicates changes and may provide training to impacted business units. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.   | Masters           | 10                 |
| 6    | Consultant III     | Responsible for designing and implementing business processes (from pilot to fully operational) to achieve the goals of the organization. Identifies and develops processes needed to produce specific results. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Requires knowledge in fields defined as non-technical, such as accounting, agriculture, business organization and management, communications, economics, education, finance, health sciences, humanities, marketing, social science, and related fields. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.  | Bachelors         | 8                  |



| CLIN | GSA Title          | Functional Responsibilities   | Minimum Education | Minimum Experience |
|------|--------------------|---|-------------------|--------------------|
| 7    | Consultant II      | Researches and analyzes basic issues surrounding the processes and systems of an organization. Makes recommendations surrounding improving processes, efficiency and practices. Simulates and tests process improvements. Communicates changes and may provide training to impacted business units. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity is expected. Works independently   | Bachelors         | 5                  |
| 8    | Consultant I       | Researches and analyzes basic issues surrounding the processes and systems of an organization. Makes recommendations surrounding improving processes, efficiency and practices. Simulates and tests process improvements. Communicates changes and may provide training to impacted business units. Familiar with a variety of the field's concepts, practices, and procedures. Relies experience and judgment and coordination with others to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity is expected. Works under close supervision   | Bachelors         | 3                  |
| 9    | Business Analyst 3 | Responsible for developing the overall analytic solutions to drive action oriented results that support the organization's mission and goals. This will involve developing solutions to provide actionable insights on all stakeholder behavior and patterns. Analyzes company functions, processes, and activities to improve computer-based business applications for the most effective use of money, materials, equipment, and people. Documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining independently. Determines most useful business solutions for the company. Designs, develops, implements and maintains business solutions. Reviews, analyzes, and evaluates business systems and user needs. Works with main clients and project and business leaders to identify analytical requirements. Recommends alternative solutions to management as to courses of action that best meet the organization's goals. Required to have experience or training in the functions being analyzed. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Provides tutorship to junior analysts. Typically reports to a manager or head of a unit/department. | Masters           | 8                  |



| CLIN | GSA Title          | Functional Responsibilities   | Minimum Education | Minimum Experience |
|------|--------------------|---|-------------------|--------------------|
| 10   | Business Analyst 2 | <p>Responsible for the gathering, analysis, and interpretation of data. Develop, Implement and enhance high impact business process improvement projects. Analyzes company functions, processes, and activities to improve computer-based business applications for the most effective use of money, materials, equipment, and people. Documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining independently. Determines most useful business solutions for the company. Designs, develops, implements and maintains business solutions. Reviews, analyzes, and evaluates business systems and user needs. Works with main clients and project and business leaders to identify analytical requirements. Recommends alternative solutions to management as to courses of action that best meet the organization's goals. Required to have experience or training in the functions being analyzed. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Provides tutorship to junior analysts. Typically reports to a manager.</p>  | Masters           | 6                  |
| 11   | Business Analyst 1 | <p>Researches and analyzes basic issues surrounding the processes and systems of an organization. Analyzes company functions, processes, and activities to improve computer-based business applications for the most effective use of money, materials, equipment, and people. Makes recommendations surrounding improving processes, efficiency and practices. Simulates and tests process improvements. Communicates changes and may provide training to impacted business units. Utilizes available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement. Provide information and recommendations to leadership on both regular and ad-hoc basis. Prepares regular reports sent to management. Ensures that our information systems and resources are optimally aligned to support our business objectives. Develop productive working relationships with all Trade Support and Service Managers, Directors and above. Analyzes data and assists with monthly presentations that are sent to senior management. Responsible for making decisions and ensuring departmental metrics are met. Communicates with other departments to assure that departmental policy changes or projects that will affect processes are identified and solutions are created. Familiar with a variety of the field's concepts, practices, and procedures. Expected to possess a knowledge or training in the specific functions being analyzed. Relies experience and judgment and coordination with others to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity is expected. Works under close supervision.</p> | Bachelors         | 4                  |



| CLIN | GSA Title          | Functional Responsibilities   | Minimum Education | Minimum Experience |
|------|--------------------|---|-------------------|--------------------|
| 12   | Technical Writer   | Reviews, analyzes, and evaluates business systems and user needs. Documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Communicates changes and may provide training to impacted business units. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager. | Bachelors         | 2                  |
| 13   | Program Support II | Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget.   | High School       | 3                  |
| 14   | Program Support I  | Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget.   | High School       | 2                  |

**Education/Experience Substitution Policy**

Successful performance depends on having personnel with the right skills and experience. Our personnel acquire the knowledge, skills, abilities, and experience through a mix of formal education and professional, on-the-job experience. We have incorporated substitution allowances between equivalent education and experience in order to provide the quality of services required by the customer at the most reasonable price.

The following tables present substitution equivalencies for education and experience requirements.

*Substitutions for Educational Requirements:*

Additional years of related experience may be substituted for degree requirements.

| Degree Requirement | Equivalent Experience Substitution   |
|--------------------|--|
| High School        | GED  |
| Associate          | High school plus two years related education   |
| Bachelors          | High school plus four years related experience<br>or<br>Associate's degree plus two years related experience |
| Masters            | Bachelor's degree plus two years related experience<br>or<br>Six years related experience                    |
| Doctorate/Ph.D.    | Master's degree plus two years<br>or<br>Eight years related experience                                       |





*Substitutions for Work Experience Requirements*

A related degree may be substituted for years of work experience:

| Degree Requirement | Equivalent Years of Experience |
|--------------------|--------------------------------|
| Bachelors          | Two                            |
| Masters            | Four                           |
| Doctorate/Ph.D.    | Six                            |

**Note:** Successful completion of higher education which has not yet resulted in a degree may be counted as 1 for 1 year's of experience for each year of college completed.

## GSA PRICING

| Item | SIN             | Awarded Labor Category | Site     | Year 1   | Year 2   | Year 3   | Year 4   | Year 5   |
|------|-----------------|------------------------|----------|----------|----------|----------|----------|----------|
| 1    | 874-1 and 874-7 | Program Manager II     | Customer | \$180.62 | \$184.42 | \$188.29 | \$192.24 | \$196.28 |
| 2    | 874-1 and 874-7 | Project Manager I      | Customer | \$93.09  | \$95.04  | \$97.04  | \$99.08  | \$101.16 |
| 3    | 874-1 and 874-7 | Consultant VI          | Customer | \$202.34 | \$206.59 | \$210.92 | \$215.35 | \$219.88 |
| 4    | 874-1 and 874-7 | Consultant V           | Customer | \$178.64 | \$182.39 | \$186.22 | \$190.13 | \$194.12 |
| 5    | 874-1 and 874-7 | Consultant IV          | Customer | \$141.03 | \$143.99 | \$147.01 | \$150.10 | \$153.25 |
| 6    | 874-1 and 874-7 | Consultant III         | Customer | \$117.98 | \$120.46 | \$122.99 | \$125.58 | \$128.21 |
| 7    | 874-1 and 874-7 | Consultant II          | Customer | \$104.09 | \$106.28 | \$108.51 | \$110.79 | \$113.11 |
| 8    | 874-1 and 874-7 | Consultant I           | Customer | \$88.83  | \$90.69  | \$92.60  | \$94.54  | \$96.53  |
| 9    | 874-1 and 874-7 | Business Analyst 3     | Customer | \$144.63 | \$147.67 | \$150.77 | \$153.94 | \$157.17 |
| 10   | 874-1 and 874-7 | Business Analyst 2     | Customer | \$111.61 | \$113.95 | \$116.34 | \$118.79 | \$121.28 |
| 11   | 874-1 and 874-7 | Business Analyst 1     | Customer | \$93.09  | \$95.04  | \$97.04  | \$99.08  | \$101.16 |
| 12   | 874-1 and 874-7 | Technical Writer*      | Customer | \$61.41  | \$62.70  | \$64.02  | \$65.36  | \$66.73  |
| 13   | 874-1 and 874-7 | Program Support II*    | Customer | \$50.81  | \$51.88  | \$52.97  | \$54.08  | \$55.22  |
| 14   | 874-1 and 874-7 | Program Support I*     | Customer | \$35.24  | \$35.98  | \$36.74  | \$37.51  | \$38.30  |



**Service Contract Act (SCA) Matrix**

| <b>SCA Eligible Labor Category</b> | <b>SCA Equivalent Code Title</b> | <b>Wage Determination No</b> |
|------------------------------------|----------------------------------|------------------------------|
| Technical Writer                   | 30461 - Technical Writer I       | 2015-2545                    |
| Program Support II                 | 01020 - Administrative Assistant | 2015-2545                    |
| Program Support I                  | 01112 - General Clerk II         | 2015-2545                    |

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).