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GSA MOBIS 874
Contract# GS-02F-0125X

SIN 874-1 Consulting Services: NHV has more than 30 years of collective professional experience in providing strategy consulting. We have five employees with extensive experience in this area of expertise. NHV provides strategy consulting services for the purpose of strategic planning and analysis of goal objectives. We provides effective planning strategies as the foundation to define and evaluate goals and assist with the development of documentation. Considerable experience in identification and goal strategy research techniques. Services include: (1) Assessment Surveys (2) Develop documentation for strategy initiatives and (3) Development, planning and facilitation of documentation outlining initiatives.

SIN 874-2 Facilitation Services: NHV has more than 15 years of collective professional experience in providing services for agencies engaged in small and large working groups, team interaction and the collaboration toward common goals and objectives. We have three employees with extensive experience in this area of expertise. We lead or facilitate Fire and Emergency Services (F&ES) group briefings and discussions resulting in decision making methodology for multiple U.S. Navy Regions worldwide. Other facilitation services include:(1) Leading and facilitating table top exercises for the Pandemic Influenza and Emergency Management Plan Campaign (2) Collecting and recording content based on proposed refinements and resolutions to operational findings for the Regionalization of Emergency Services (3) Ensuring that stakeholders gained ownership of recommendations and proposed action plans related to emergency management, regional dispatch operations and community outreach programs on unexploded ordnance (UXO) findings.

SIN 874-3 Survey Services: NHV has more than 30 years of collective professional experience in providing all phases of survey related services for mission oriented projects. We have eight employees with extensive experience in this area of expertise. Conducted F&ES compliance survey assessments for over 60 Fire and Emergency Services Organizations. Evaluated the effectiveness of F&ES programs with a specific focus on eliminating redundant or non-required processes, identifying potential efficiencies and applying sound risk management practices and propose solutions while remaining in compliance with established Industry Standards.

SIN 874-4 Training Services: NHV has more than 20 years of collective professional experience performing Commercial-Off-The-Shelf (COTS) training and educational coursework delivered in a traditional classroom venue or by utilizing web based training tools. We have four employees with extensive experience in this area of expertise. We have prepared lesson plans and subject matter experts (SME's) and technical specialists have delivered F&ES Search and Rescue (SAR) training in a traditional

classroom setting at a technical level where the SME's established the class training topic list, training schedule, exercise scenario, and exercise schedule for the training and practical exercises.

SIN 874-7 Program and Project Management Services: NHV has more than 40 years of collective professional experience assisting agencies in the leadership and communication requirements of mission oriented business programs and projects. We have ten employees with extensive experience in this area of expertise. We have provided expert installation management expertise in programming, strategic-planning and communications with the US Army including; (1) Assisting HQDA G-3/5/7 Installation Preparedness branch to identify and articulate Program Objective Memoranda (POM) requirements for the FY12-FY17 high Visibility Installation Preparedness (VIPP) Management Decision Evaluation Package (MDEP); (2) Program support for the Critical Infrastructure Risk Management (CIRM) Program:

Organization's number of years of corporate experience: Since its inception in 2004 NHV has been working in the Consulting Services area (SIN 874-1) since July 2005, Facilitation Services area (SIN 874-2) since January 2006, Survey Services area (SIN 874-3) since October 2006, Training Services area (SIN 874-4) since May 2006, and the Program and Project Management Services area since November 2006.

Organizations Size, Experience and Resources: NHV has been established and incorporated in the State of Hawaii as a Limited Liability Corporation since 2004 and is a disabled veteran and native Hawaiian-owned small business. NHV is a verified service disabled veteran-owned small business (SDVOSB), and our firm has been certified as a Small Disadvantaged Business (SDB) in the Federal Government SDB program and has received the Small Business Administration (SBA) certifications as an 8(a) program participant. NHV provides a full range of services and related support products for consulting, assessment surveys, train the trainer and train the user coursework, and program and project management support in multiple working environments.

Brief History: NHV services are based on strategies to increase management performance and facilitate problem solving and dispute resolution in organizations. We currently employ 72 full-time employees. Dr. Raymond Jardine, our CEO, was responsible for the implementation of the Integrated Emergency Management Plan (IEMP) for the Postal Service in Hawaii and Guam and developing contingency plans and recommending a course of action for the Emergency Action and Crisis Plans. He directed the preparation and publication of Conceptual Plans, Emergency Plans, Continuity of Operations and Emergency Action Planning. Our NHV management team has more than 90 years of collective professional management consulting and product support experience in each of the proposed MOBIS services.

Organizational & Accounting Controls: NHV management of our GSA Schedule Sales Program will be the responsibility of Mark Brunette, Vice President of Operations for the Federal Government Sector. Mr. Brunette will provide the management leverage necessary to obtain supportive action on any program decision or initiative. This is designed to provide maximum visibility, control, and communication for both federal government programs and individual task orders. This will minimize or eliminate internal and external miscommunication created by indirect access paths to corporate and program management, and by multi-tiered reporting levels. NHV uses generally-accepted accounting principles (GAAP) in controlling its costs and billings. We currently track labor hours and other direct costs by staff member and contract/project/task. We have the Deltek accounting system which is fully capable of tracking and reporting labor hours by task.

Marketing to Federal Clients: NHV intends to aggressively market its services to federal buyers. The buyer contact data files to be employed are as follows: (1) The federal buyer contact files (the mailing list) provided by GSA's marketing division after a GSA schedule contract is awarded; (2) list of federal

buyers who have purchased similar services over the past three (3) years. NHV will merge these two contact data files and eliminate any duplicate records resulting in a Federal Marketing Purchasing Profile used to contact potential federal clients. We intend to contact the potential clients by phone, a direct mail campaign, and an extensive e-mail campaign and will follow up on initiative with a phone call. We plan to actively attend Outreach Conferences hosted by the Small Business Utilization office and GSA sponsored business to government events like Opening Doors 2010 for valuable workshops in contracts and business matchmaking.

Subcontractor Management: NHV does not use subcontractors for a major portion of our services. It uses a small proportion of subcontractors effectively managed by the project management staff. We maintain the overall responsibility for contract performance.

Labor Descriptions

Title: *Project Manager / Principal Management Analyst*

Relevant SIN(s): SIN 874-1, SIN 874-7

Functional Duties/Responsibilities:

Provide installation management expertise in programming, strategic-planning and communications DoD Force Protection areas of responsibility. Identify and articulate Program Objective Memoranda (POM) requirements for high visibility Installation Preparedness (VIPP) Management Decision Evaluation Package (MDEP). Ensure that fiscal and manpower resources are characterized and highlighted with the Planning, Programming and Budgeting System (PPBS). Provide relevant input to briefings and submission to the installation Program and Evaluation Group (IPEG). Provide alignment and compliance with Federal and DoD requirements for Emergency Preparedness and Emergency Management. Provide Chemical, Biological, Radiological and Nuclear (CBRNE), Force Protection and Emergency Management SME support. Provide Emergency Preparedness technology and training requirements identified to meet objectives for provisioning a Common Level of Service (CLS) support to Senior Mission Commanders (SMC) and ensure Military Installation Preparedness efforts and technologies are aligned with other Services under Joint Basing initiatives. Support integration and synchronization of emergency management functions among all installation stakeholders and tenants to assist with integration of functions and technologies including Public Health Emergency Office (PHEO) surveillance and transforming Public Health requirements, goals and objectives into an operational message. Foster development and maintenance of an Emergency Management (EM) fusion capability to ensure common operational picture / situational awareness between EM stakeholders during preparedness and execution phases. Support the development of policy and implementation guidance to assimilate local and regional inter-agency coordination and preparedness activities such as access and distribution of Strategic National Stockpile, and response operations at installation and regional levels.

Minimum Education: Master's degree

Substitution Methodology: >15 Years experience = MA/MS Degree

Minimum Experience Requirements: >15 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: *CIRM Manager/Principal Management Analyst*

Relevant SIN(s): SIN 874-1, SIN 874-7

Functional Duties/Responsibilities:

Provide fully integrated Critical Infrastructure Risk Management (CIRM), technical, analytical, research, and subject matter expertise (SME) for Asymmetric Warfare. Has expert knowledge in CIRM Training Development including mock task critical assets, criticality assessments, and threat and hazard assessments. Develops field manuals that include CIRM tactics, techniques and procedures (TTP) and provides expert knowledge in force development processes for CIRM manpower concept plans. Provide expert knowledge in CIRM analysis, and target analysis to plan, coordinate, and implement support for all aspects of Critical Infrastructure Risk Analysis Center (CIRAC) with shift support covering 24 hour operations. Provide CIRAC products and services including bulletins, reports, studies, papers, requests for information, and essential elements of information, trend analysis, consequence analysis, and expert advice.

Minimum Education: Master's Degree

Substitution Methodology: >15 Years experience = MA/MS Degree

Minimum Experience Requirements: >15 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: CIRM Manager/Senior Management Analyst

Relevant SIN(s): SIN 874-1, SIN 874-7

Functional Duties/Responsibilities:

Provide fully integrated Critical Infrastructure Risk Management (CIRM), technical, analytical, research, and subject matter expertise (SME) for Asymmetric Warfare. Provide expert knowledge in Operational Needs Statements, Joint Capability Integration and Development System (JCIDS), and enterprise information system development to develop a material solution for DCIP/Mission Assurance/CIRM technology solution requirements. Perform research and assist in the development and revision of applicable Federal, DoD, Joint policy, doctrine, directives, and regulations to integrate CIRM into external and internal policy, doctrine, directives, and regulations. Develop interim and long term CIRM policy, directives, instructions and manuals.

Minimum Education: Bachelor Degree

Substitution Methodology: 5 Years experience = BA/BS Degree

Minimum Experience Requirements: 5 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: FPCC Assessments Coordinator / Technical Analyst II

Relevant SIN(s): SIN 874-1, SIN 874-7

Functional Duties/Responsibilities:

Provide coordination across DoD and conduct and lead assessments and alternative analysis to support the requirements generation process. Provide planning, coordination and executing all aspects of CIRM assessments. Coordinate and schedule CIRM assessments and provide guidance and support in the development of a Risk Management Decision Packet

Minimum Education: Bachelor Degree

Substitution Methodology: 5 Years experience = BA/BS Degree

Minimum Experience Requirements: 5 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: *Business Management Support*

Relevant SIN(s): SIN 874-1

Functional Duties/Responsibilities:

Provide high-level business and management consulting services with oversight in Business Process Reengineering and Strategic Planning, Knowledge Management/Database Development, Regulatory and Policy Compliance, Budgeting and Policy Development, and Research and Analysis expertise. Provide analysis for individual programs to develop Infrastructure Protection practices that will increase efficiency and cost-effectiveness through improved Infrastructure Protection practices and streamlined program methods. Employs a variety of program reviews, audits, research and analysis to identify inefficiencies and provide corrective action plans to rectify them. Reviews each Shore Installation program to ensure it operates in a consistent manner within the DoD policy and practices guidelines and provides direct assistance to Individual Program Directors (IPDs) to evolve, improve and enhance their programs accordingly.

Minimum Education: Master's Degree

Substitution Methodology: >15 Years experience = MA/MS Degree

Minimum Experience Requirements: >15 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: *Installation Training Manager*

Relevant SIN(s): SIN 874-1

Functional Duties/Responsibilities:

Provides DoD with subject matter and technical expertise to establish, implement, and sustain Training, Readiness and Exercise programs in support of programs related to Antiterrorism (AT), Emergency and Consequence Management (EM/CM), Chemical, Biological, Radiological, and Nuclear (CBRN), and the Fleet, Family, and Fighter initiatives.

Minimum Education: Master's Degree

Substitution Methodology: >15 Years experience = MA/MS Degree

Minimum Experience Requirements: >15 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: *Program Manager*

Relevant SIN(s): SIN 874-2, SIN 874-3

Functional Duties/Responsibilities:

Provide DoD with program management and technical expertise to establish, implement and sustain a comprehensive Strategic Plan for Fire and Emergency Services (F&ES) response that saves lives and protects property. Develop an overarching strategy and policy plan as DoD moves into the 21st Century.

Evaluate options available for specific program initiatives necessary to bring DoD operational capability into alignment with projected operational environment. Provide subject matter expertise on any Union related issues related to the Strategic Plan. Produce marketing strategy report on how to positively promote suggested changes recommendations. Identify transitional benefits to local labor officials and their constituency.

Minimum Education: Master's Degree

Substitution Methodology: >15 Years experience = MA/MS Degree

Minimum Experience Requirements: >15 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: Project Manager

Relevant SIN(s): SIN 874-2

Functional Duties/Responsibilities:

Provide all aspects of development and use of background materials needed to understand the current capabilities and operational environment. Serve as the Process Coordinator in the planning and implementation of a workshop series. Recruit stakeholders and outside experts to cover specific subject matter including but not limited to Fire Suppression, Fire Prevention, Emergency Medical Services (EMS), Aircraft Rescue and Firefighting (ARFF), Hazardous Materials Response, Technical Rescue, and Facilities Management. Implement the workshop series and adjust the workshop plan to respond to emergent issues as well as provide a written plan of action with milestones. Identify, clarify, and provide recommendations on specific program initiatives necessary in both the short and long term to ensure F&ES objectives are satisfied. Make site visits and provide program briefs and written recommendations with expected benefits and expected consequences.

Minimum Education: Master's Degree

Substitution Methodology: >15 Years experience = MA/MS Degree

Minimum Experience Requirements: >15 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: Consultant

Relevant SIN(s): SIN 874-3

Functional Duties/Responsibilities:

Implement training and exercises initiatives for assessing, planning and implementing emergency plans and new IPE and PPE for firefighters and Emergency Medical Services. Streamline equipment requirements, acquisition process, and distribution. Conduct new equipment training and sustainment training. Interface with DoD on AFTP design and implementation strategies for consolidation of emergency services. Establish a baseline requirement for inventory tracking and out year replenishment of critical material and equipment necessary to keep a Regional Dispatch Center operational on a 24x7 basis. Provide programs and project management/coordination for remote and deployable resources. Develop and implement standard operating policy, procedures, and guidelines. Provide standardized new equipment training and operational training/exercises. Manage multiple-site shift management for full- and part-time personnel as well as standby resources. Manage emergency and special event surge

operations to ensure constant staff coverage as well as resource readiness and staging. Manage specialized deployment teams to OCONUS locations

Minimum Education: Bachelor Degree

Substitution Methodology: 5 Years experience = BA/BS Degree

Minimum Experience Requirements: 5 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: Consultant II

Relevant SIN(s): SIN 874-2

Functional Duties/Responsibilities:

Collect and analyze data and evaluate the results and present the analysis and findings report. Define current capabilities and the operational environment, projected operational environment, future operational concept and requirements, and a plan for stakeholders to take ownership of the program objectives, processes, and outcomes. Adjust and communicate the workshop plans to comply with emergent requirements. Implement any supplemental activities that may arise as the workshops progress. Coordinate with the customer on workshop location, documentation, recording, reporting, environmental and technical requirements, issues or changes. Prepare meeting minutes and disseminate to all panel members and stakeholders for review and comment. Provide a draft the final report with recommendations. Make recommendations on the makeup of the expert panel as well as viable backups for all panel members, engage, communicate purpose, and coordinate with panel members to ensure quality participation. Provide monthly status reports. Recommend Regional Organizational Charts for dividing fire stations into districts and identifying EMS, Training, Prevention and Support Services Divisions.

Minimum Education: Master's Degree

Substitution Methodology: >15 Years experience = MA/MS Degree

Minimum Experience Requirements: >15 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: Senior Training Program Coordinator

Relevant SIN(s): SIN 874-2

Functional Duties/Responsibilities:

Support DoD staff to plan, coordinate, execute, and assess exercises to facilitate an all hazards response capability. Perform in an Exercise Senior Observer role based on Anti-Terrorism (AT) subject matter expertise. Capture and provide written documentation of observations, recommendations and best practices identified during exercises for inclusion in after action reports. Assist with preparation of exercise after action reports. Analyze after actions reports, observations and recommendations for DOTMLPF solutions applicable to Training and Readiness exercise program and for inclusion to the AT Ashore/Afloat CONOPS doctrines. Prepare after action and lessons learned reports of the Emergency Operations Center from exercises conducted.

Minimum Education: Bachelor Degree

Substitution Methodology: 5 Years experience = BA/BS Degree

Minimum Experience Requirements: 5 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: Senior Technician

Relevant SIN(s): SIN 874-3

Functional Duties/Responsibilities:

Provide expert knowledge in the performance of surveys for fire station locations, Mutual Aid Agreements and recorded response times. Determine levels of regional risk assessment compliance standards and Firefighter Safety and NFPA 1500 compliance requirements. Evaluate Fire Department Training and Certification programs. Survey and propose cross staffing and training between firefighters and emergency medical transport personnel. Collect and disseminate information during the development of Operational Readiness Assessment and Finding Reports. Perform lifecycle management and maintenance programs for firefighting equipment and apparatus. Implement comprehensive equipment warranty tracking and management programs. Perform COTS equipment acquisition, sustainment, operator and high-level maintenance support, warranty management, calibration, deployment/mobilization, demobilization, and refit/reconditioning. Maintain centralized load-out/configuration for apparatus and response Pods.

Minimum Education: Bachelor Degree

Substitution Methodology: 5 Years experience = BA/BS Degree

Minimum Experience Requirements: 5 Years

Required/Supplemental Certifications: DoD Security Clearance required

Title: N71

Relevant SIN(s): SIN 874-4

Functional Duties/Responsibilities:

Provide an increased awareness coupled with training, exercise, and response to Chemical, Biological, Nuclear, and high yield Explosives (CBRNE) attacks on or near DoD Installations. Satisfy the requirement for an Exercise Planner and Coordinator for the Command Navy Infrastructure Command (CNIC) to sustain N7 training, readiness and exercise programs for Navy shore installations. Possess thorough understanding of Homeland Security, Antiterrorism (AT), and Emergency Management. Responsible for assisting with a full range of functions to enable conduction of exercises to include concept development, planning, coordination, observation, assessment and development of lessons learned.

Minimum Education: Bachelor Degree

Substitution Methodology: 5 Years experience = BA/BS Degree

Minimum Experience Requirements: 5 Years

Required/Supplemental Certifications: DoD Security Clearance required

Title: N73

Relevant SIN(s): SIN 874-4

Functional Duties/Responsibilities:

Perform in an Exercise Senior Observer role based on Anti-Terrorism subject matter expertise. Capture and provide written documentation of observations, recommendations and best practices identified during exercises for inclusion in after action reports. Assist with preparation of exercise after action reports. Analyze after actions reports, observations and recommendations for DOTMLPF solutions applicable to DoD Training and Readiness exercise program and for inclusion to the AT Ashore/Afloat CONOPS doctrine. Prepare after action and lessons learned reports of the Emergency Operations Centers from exercises conducted.

Minimum Education: Bachelor Degree

Substitution Methodology: 5 Years experience = BA/BS Degree

Minimum Experience Requirements: 5 Years

Required/Supplemental Certifications: DoD Security Clearance required

Title: N7

Relevant SIN(s): SIN 874-4

Functional Duties/Responsibilities:

Provide expertise with development and assessment of small boat attack scenarios. Provide expertise with the development and assessment of Anti-Terrorism (AT) Navy Mission Essential Tasks (NMETs) and AT Ashore/Afloat Concept of Operations (CONOPS) doctrine and tactics. Provide experience with Joint Planning and Crisis Action Planning. Demonstrate an understanding and experience with Navy command and organizational structures, relationships and appropriate methods of coordination. Expert knowledge of Universal Joint/Navy Tasks Lists, Joint Mission Essential Task List, and Navy Mission Essential Task List (NMETL) and their inter-relation to individual, unit, and group training. Provide subject matter expertise conducting training related assessments and incorporating NMETs and JMETs into training programs. Provide training event assessments and prompting training performance feedback and incorporating findings into training programs. Provide expert knowledge of the National Incident Management System (NIMS) and the applicable areas of the Federal Emergency Management Agency (FEMA) Advanced Professional Series. Provide expert knowledge in exercise planning and execution of CNIC Exercise program; ability to assist in exercise development and control.

Minimum Education: Bachelor Degree

Substitution Methodology: 5 Years experience = BA/BS Degree

Minimum Experience Requirements: 5 Years

Required/Supplemental Certifications: DoD Security Clearance required

Title: Senior Planner and Strategist

Relevant SIN(s): SIN 874-7

Functional Duties/Responsibilities:

Provide high-level business and management consulting services with oversight in Business Process Reengineering and Strategic Planning, Knowledge Management/Database Development, Regulatory and Policy Compliance, Budgeting and Policy Development, and Research and Analysis expertise. Provide

analysis for individual programs to develop Infrastructure Protection practices that will increase efficiency and cost-effectiveness through improved Infrastructure Protection practices and streamlined program methods. Employs a variety of program reviews, audits, research and analysis to identify inefficiencies and provide corrective action plans to rectify them. Reviews each Shore Installation program to ensure it operates in a consistent manner within the DoD policy and practices guidelines and provides direct assistance to Individual Program Directors (IPDs) to evolve, improve and enhance their programs accordingly.

Minimum Education: Master's Degree

Substitution Methodology: >15 Years experience = MA/MS Degree

Minimum Experience Requirements: >15 Years

Required/Supplemental Certifications: DoD Security Clearance required.

Title: *N7 Senior Program Manager*

Relevant SIN(s): SIN 874-7

Functional Duties/Responsibilities:

Provides DoD with subject matter and technical expertise to establish, implement, and sustain Training, Readiness and Exercise programs in support of programs related to Antiterrorism (AT), Emergency and Consequence Management (EM/CM), Chemical, Biological, Radiological, and Nuclear (CBRN), and the Fleet, Family, and Fighter initiatives.

Minimum Education: Master's Degree

Substitution Methodology: >15 Years experience = MA/MS Degree

Minimum Experience Requirements: >15 Years

Required/Supplemental Certifications: DoD Security Clearance required.

GSA Pricing: Pricing Table for Services

SIN(s)	SERVICE (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	CY2011 COMMERCIAL PRICE LIST (CPL)
874-1	Project Mgr/Principal Management Analyst	Masters	>15	\$94.10
874-1	CIRM Manager / Principal Management Analyst	Masters	>15	\$107.87
874-1	CIRM Manager / Senior Management Analyst	Bachelor	5	\$85.85
874-1	FPCC Assessments Coordinator/Technical Analyst II	Bachelor	5	\$70.51
874-1	Business Management Support	Masters	>15	\$105.28
874-1	Installation Training Manager	Masters	>15	\$66.16
874-2	Program Manager	Masters	>15	\$131.73
874-2	Program Mgr./ Project Manager	Masters	>15	\$102.72
874-2	Consultant II	Masters	>15	\$85.85
874-2	Senior Training Program Coordinator	Bachelor	5	\$79.21
874-3	Program Manager	Masters	>15	\$131.73
874-3	Program Mgr./ Project Manager	Masters	>15	\$102.72
874-3	Consultant	Bachelor	5	\$100.00
874-3	Senior Technician	Bachelor	5	\$71.13
874-4	N71	Bachelor	5	\$79.21
874-4	N73	Bachelor	5	\$71.98
874-4	N7	Bachelor	5	\$76.89
874-7	CIRM Manager / Principal Management Analyst	Masters	>15	\$107.87
874-7	CIRM Manager / Senior Management Analyst	Bachelor	5	\$85.85
874-7	Project Mgr/Principal Management Analyst	Masters	>15	\$94.10
874-7	FPCC Assessments Coordinator/Technical Analyst II	Bachelor	5	\$70.51
874-7	Senior Planner and Strategist	Masters	>15	\$113.21
874-7	N7 Senior Program Manager	Masters	>15	\$118.60