



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

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**SCHEDULE 874  
MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**

Contract Number: GS-10F-0251S

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

Period Covered by Contract: 5/8/2006 TO 5/7/2011

**SHER Associates, Inc.**

34597 Harry Byrd Highway  
Round Hill, VA 20141

**Contract Administrator:** Barbara L. Sherupski  
[bsherassoc@hughes.net](mailto:bsherassoc@hughes.net)

**Phone Number:** 540.554.2107

**Fax Number:** 540.554.8117

**Business Size:** Small, Woman-owned Business

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## ABOUT SHER ASSOCIATES, INC.

SHER Associates, Inc., founded in 1999, offers strategic and tactical management consulting and business support services to assist Government and private sector clients in fulfilling missions/operations and meeting performance goals. We offer the best value, bringing seasoned consultants (including program managers, subject matter experts, top-notch technical specialists and proven methods) to programs or projects, all devoted to boosting client performance.

Our services, which directly relate to SIN 874-1 – Consulting Services, include:

- **Strategic Planning** - We assist our clients in the preparation of strategic and tactical plans based upon government and agency expectations, goals and objectives – especially in financial management, cost tracking, cost cutting and ROI improvement;
- **Process Improvement** – Analyzing, recommending and reporting on our client's current methods and helping them design, develop and implement new ones - making our workforce and systems work for them. Specific activities include process design, workflow analysis, management information and measurement, user training and desk aids;
- **Organizational Assessment** – We have performed organizational level reviews and assessments of our government clients, provided recommendations and assisted in the design, development and implementation of new organizational models to improve the agencies' delivery of cost efficient and effective services;
- **Management and Business Support Services** – Our consultants provide services that include business planning, problem analysis, management and transactional process improvement and support services;
- **Specialized Financial Management Consultants** – These specialists perform systems analysis, assessment and documentation of current versus recommended methods to improve performance and performance measurement. We assist our clients in the selection and implementation of metrics collection and web-based tracking and reporting systems that improve effectiveness and efficiency of performance and operations.

The SHER team knows how to analyze management challenges and implement program improvement plans with proven and measurable results, as is shown in our Corporate Experience examples provided below in II-2. SHER has maintained a strong record of excellence and earned a reputation of delivering high quality products, on time and within budget. Their customer focus and commitment to quality have enabled them to successfully manage management contracts since corporate founding. SHER's performance is demonstrated by a score of 94 in the past performance evaluation conducted by Open Ratings, Inc. for Dun & Bradstreet and by a 90% repeat rate on their consulting and management services contracts.

**CUSTOMER INFORMATION**

1a. Awarded Special Item Number(s): GS-10F-0251S SIN-874-1

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:

**SHER Associates, Inc.  
Price List  
Effective June 2010**

Labor category	Hourly rate	
	on-site	off-site
Senior Management SME	\$148.54	\$166.36
Program Manager	\$134.61	\$150.76
Project Manager	\$106.98	\$119.82
Researcher/Senior Analyst	\$74.78	\$83.76
Analyst	\$48.06	\$53.83

1c. Description of corresponding commercial job titles, experience, functional responsibility, and education for those types of employees:

<b>MOBIS SIN</b>	<b>Labor Category</b>	<b>Description</b>	<b>Qualifications (See Education &amp; Experience Table below)</b>
874-1	Senior Management SME	Provides expert advice, in a specialized field of expertise and experience, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. Provides analysis and evaluation of and prepares recommendations and reports for management and process improvements, strategic analysis and organizational optimization and development, resource management and systems improvements. This may include studies, analyses and reports documenting any proposed management or organizational change or adjustment, strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits and evaluations.	Level IV
874-1	Program Manager	Applies process improvement and reengineering methodologies and principles to conduct process and organizational modernization projects in an area of specialty. Compiles and analyzes information to support	Level IV

		high organizational performance metrics. Develops integrated analyses, projections, reports and presentations. Identifies trends and presents findings and recommendations for improvement. Performs systematic assessment of organizational structure, management and operations, writes reports and presents recommendations. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Assists in establishing standards for information systems procedures. Constructs sound, logical business improvement opportunities consistent with corporate management guiding principles, cost savings and organizational objectives. Provides daily supervision and direction to staff as a senior level supervisor.	
874-1	Project Manager	Provides daily overall project/program management of the specific task order(s) and insures that the analysis, solutions, recommendations, reports and schedules in the task order are implemented in a timely manner. Responsible for enforcing work standards, coordinating consultants schedules, reviewing work and communicating policies and procedures. Responsible for overall contract/task order performance and direct interface with the Government Contracting Officer (CO) and management personnel and with the customer agency representatives. Manages a team of analysts, consultants and/or subject matter experts.	Level III
874-1	Senior Analyst	Provides analytical skills for the development and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning and problem solving techniques. Performs research and analysis on a variety of subject matters process flow and documentation. Analyzes customer needs to determine functional requirements and identifies resources required. Assists in the facilitation of process improvement efforts and documentation. Prepares and presents findings and recommendations in reports and briefings. May oversee daily management support services of other analysts.	Level II
874-1	Analyst	Provides analytical skills for the development and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning and problem solving techniques. Performs research and analysis on a variety of subject matters process flow and documentation. Analyzes customer needs to determine functional requirements and identifies resources required. Assists in the facilitation of process improvement efforts and documentation. Prepares and presents findings and recommendations in reports and briefings.	Level I Is proficient in technical typing, editing of word processing and other computer-based manuscripts, integration of various sources into a cohesive product which may be delivered as computer-based magnetic media and preparation of graphical and narrative presentation material.

Table III-2.2 Education and Experience Requirements					
Level	Education & Experience Levels			Equivalent Education and Experience	
	Education	and	Experience	Acquired Degree	Minimum Education
I	High School diploma or GED certification	and	1 year	Less than High School/GED	2 years
II	Associate's Degree or higher	and	2 years	High School/GED	4 years
III	Bachelor's Degree or higher	and	5 years	Associate	5 years
				Master	3 years
				Doctorate	1 year
IV	Master's Degree or higher	and	6 years	Associate	10 years
				Bachelor	8 years
				Doctorate	4 years

2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$300.00
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: None Offered
8. Prompt payment terms: Net 30 days
- 9a. Government purchase cards are accepted up to the micropurchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold: will not accept over \$3,000.00
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery: Specified on Task Order
- 11b. Expedited Delivery. Contact Contractor
- 11c. Overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements: Contact Contractor
12. F.O.B. Point(s): Destination
- 13a. Ordering address:
- 13b. Ordering procedures: Same as Company Address

14. Payment address: 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 micropurchase level): Contact Contractor
18. Terms and conditions of rental: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts:
- 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
- 24a. Special attributes: N/A
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov) . N/A
25. Data Universal Number System (DUNS) number: 07-6166540
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered