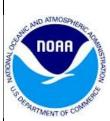




## "HELPING OUR CUSTOMERS REACH THEIR UNLIMITED POTENTIAL"

PAST PERFORMANCE Corporate Office: 4870 Sadler Road, Suite 300 Glen Allen, Virginia 23060 1-844-44USSMC 1-844-448-7762 Email: CorporateOffice@ussmccorp.com Other Locations: California, Texas & Maryland

Website: https://www.ussmccorp.com



#### National Oceanic Atmospheric Administration/NESDIS Program Management Division (Former Direct Services Division) and the Management Services Center (Computer Operations Division)

- Program/Project Management
   Administrative and other Staffing Support
- Technical Writer Service
- SharePoint Review
- Mapping and Policy Development
- Earned Value Management
- Records and Asset Management System Review
- Business Process Reengineering
- Budget Analysis and Financial Management Planning and Review
- Risk Management Analysis
- Satellite Systems Management Service Center Full Systems Architectural (both Physical, Local, Wide Area and Security Network and Cyber Security) Design Analysis, Systems Engineering and Systems Modeling and Simulation
- Review of Satellite and Telecommunication
  Manufacturers
- Enterprise-wide System Assessment and Design
- Help Desk Support and Customer Service Training
- COOP Planning
- Human Capital Planning
- Strategic Planning
- Database Analysis of Satellite Data
- Infrastructure Migrating Requirement Analysis
- Performance Base Planning Measurement and Justification
- Transitional Planning
- Disaster Recovery Planning Policy
- GAP Analysis
- Acquisition Support
- Quality Assurance
- Facilitation of Meetings/Special Activities
- Program Evaluation
- Financial Management and Contracting/Acquisition
   Support
- Knowledge Management Review
- Change Control Management
- Status Reports (Bi-Weekly and Monthly Reporting)



#### US. Department of Housing Urban and Development HUD

- Program /Project Management
- Correspondence Tracking
- SEMAP (Section 8)Corrective Actions
- Bulk Mailing and Administrative Support
- Analysis of EEO Office, Communications and Team Development Training for EEO Office
- Policy Development Support
- Curriculum Design
- Portfolio Management
- Process and Impact Evaluations
- (Section 203 Reviews)
- Human Resources Management/ Human Capital Planning/Policy Unit
- Technical Writer Services For Single Family Disposition; Policy Development
- Physical Assessment and Analysis Requirements
- Printing
- Financial Management and Budget Planning
- Customer Services Survey





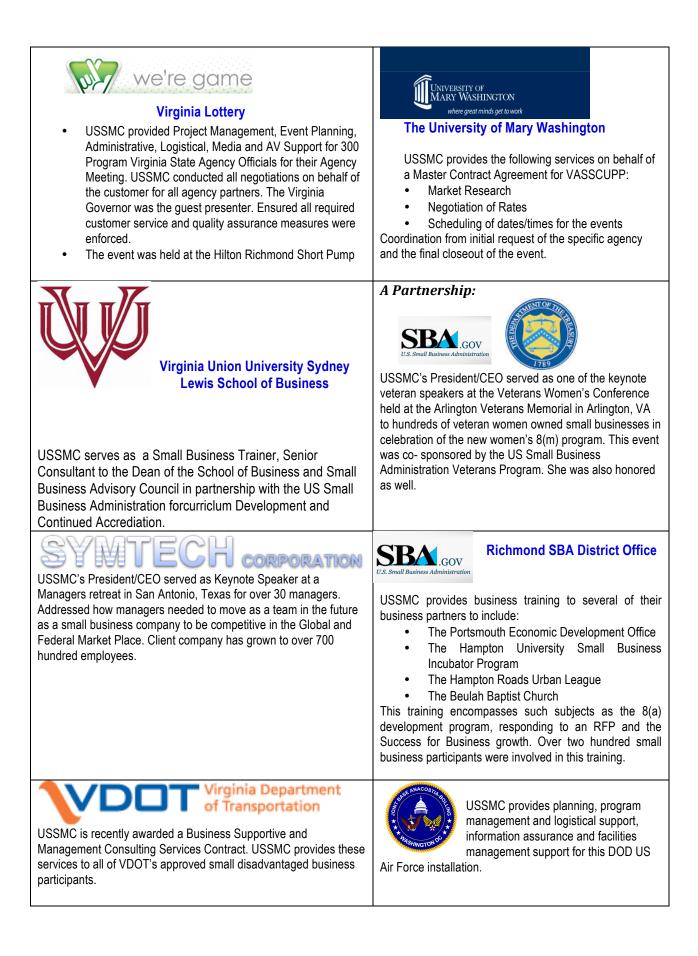
Our team is experienced in Health Systems using two financial applications.

- Lawson / Infor
- Suite of ERP systems for hospitals, clinics, and other infrastructures.
- Requisition Processing and Financial Reporting
- Manage Supply Chain
- Kronos
- Time clock management and attendance

application

- Human Resource management of employees and workforce
- Payroll and scheduling

Our team is also experienced with various financial institutions & banking **legacy systems**, languages, applications, program development, analysis, maintenance & etc.





#### U.S. Veterans Affairs Administration:

This event deployed a new veteran incubator program for service-disabled veterans who participated in the VETSUCCESSS program. Since USSMC's Veterans Training Education Development Business Academy (VTEDBA) program

was so well received the OSDBU and Vet Success/VR&E Services, VACO, WASHINGTON, DC requested that USSMC presented to (90) VA Employment Coordinators the VA National Conference Center in Leesburg VA. The theme of the presentation was on Self Employment for Service Disabled Veterans. USSMC also was requested to speak at a mini conference for the Veterans Conference in New Orleans where over 5,000 veteran small National Employment Coordinator's on June 7, 2011.

Also provided IT and Logistical support services, information assurance to DC VA Hospital VISN.



Navy Seaport-e Prime Contractor & NextGen Subcontractor: The Navy awarded indefinite delivery/ indefinite-quantity, multiple-award contracts to 914 contractors that will provide for their competition

for service requirements solicited by Naval Sea Systems Command, Naval Air Systems Command, Space and Naval Warfare Systems Command, Naval Supply Systems Command, Military Sealift Command, Naval Facilities Command, Strategic Systems Programs, Office of Naval Research and the U.S. Marine Corps. USSMC was one of the Awardees. There are 22 functional service areas within the scope of the contracts which include: 1) research and development support, 2) engineering system engineering and process engineering support, 3) modeling, simulation, stimulation and analysis support, 4) prototyping, pre-production, model-making and fabric support. 5) system design documentation and technical data support, 6) software engineering, development, programming and network support, 7) reliability, maintainability and availability support, 8) human factors, performance and usability engineering support, 9) system safety engineering support, 10) configuration management support, 11) quality assurance support, 12) information system development, information assurance and information technology support, 13) ship inactivation and disposal support, 14) interoperability, test and evaluation, trials support, 15) measurement facilities, range and instrumentation support, 16) acquisition logistics support, 17) supply and provisioning support, 18) training support, 19) in-service engineering, fleet introduction, installation and checkout support, 20) program support, 21) functional and administrative, finance support, and 22) public affairs and multimedia support.

USSMC provides the following tasks: human factors, performance and usability engineering support; system design documentation and technical data support; quality assurance support, configuration management support, program support, functional and administrative, finance support and research and development support. The following tasks have been added to our tasks deliverables: acquisition logistics support, supply and provisioning support, and training support. USSMC has completed some opportunities that is highly classified and cannot be disclosed.

United States Department of Health and Human Services Substance Abuse & Mental Health Services Administration "A Life in the Community For Everyone"



**National Grantee Meeting:** USSMC is currently providing program management consulting, logistical and administrative support, graphical design, sign-age, web development, web streaming/webinar, video and audio visual-support, meeting room requirements, giveaways, food and travel requirements. USSMC is also responsible for full contract negotiation for the Department of Health and Human Services. This was in preparation for over 300 program participants. This requirement was held at the Grand Hyatt Washington. Additional support is required for the Regional Training.

**National Path Stakeholders Meeting:** USSMC provided management consultant, logistical support, graphical design, made hotel arrangements with the Grand Hyatt Washington and negotiated contract and required meeting rooms, AV Equipment, lunch, breaks and travel arrangements (Air, bus, and train arrangements for a national managers meeting for 40 participants. This requirement was for SAMSHA's National Path Stakeholders Meeting. USSMC also under this requirement planned for other efforts for over 600 participants nationally across 50 states and the US Territories. Completed a customer service survey. Business Results, Quality Assurance and Customers Service Relations Management is paramount and foremost.

## US State Department: (USSMC Served as Host Company)

USSMC was awarded and serves as Event Manager and Management Consulting firm for Secretary of State and the Johannesburg South African Government Justice System. USSMC receives contract from USAID to host, plan agenda and provide technical assistance for an event for Secretary of State Condoleezza Rice to address Johannesburg South African Human Rights and Justice Government System Reform possible re-organizational efforts. USSMC coordinated with the South African Embassy in Washington, DC for the safe arrival of several official diplomats from the South African government for scheduled meetings in the US with the Secretary. Executed extensive research and analysis of the South African justice system six months a head of schedule meetings and concluded with a new policy being instituted in South Africa's Justice System. USSMC received a letter of honor and accommodation from both the Secretary of State and the Johannesburg South African Government Justice System for Outstanding Service.



#### DHS Second Annual Acquisition Seminar at Fort Belvoir Officers Club

USSMC coordinated with the Department of Homeland's Security's Program, Project Management and Transportation services for the agency's entire Acquisition and Procurement Staff (300) from all agencies of Homeland Security to include: the Homeland Security Headquarters Office, the Transportation Security Administration, the US Customs and Border Protection, the US Citizenship & Immigration Services and Custom Enforcement, US Secret Service, the Federal Emergency Management Agency and the US Coast Guard. Provided administrative, technical and logistical support, and graphic design, ordering of specialized give-a-ways, held meetings with customer and USSMC staff, coordinated food with Fort Belvoir Officers Club. Coordinated security, a/v and video support with Fort Belvoir's Officers club and music. We were responsible for signage and floor plan layouts, parking, delivery of equipment and conference materials, arrangements, set up and badges, worked with customer on all change requests, travel requirements, program agenda and bios. Kept customer, contracts and all parties concerned abreast of any changes. We have provided weekly to bi-weekly status reports to customer, staff and contracts. We have provided final the report. CPARS assessment our client indicated excellent to outstanding evaluation.

#### **DHS Third Annual Industry Day**

USSMC coordinated all registration, webinar and website, logistical support to Homeland Security and the following agencies: the Homeland Security Headquarters Office, the Transportation Security Administration, the US Customs and Border Protection, the US Citizenship & Immigration Services and Custom Enforcement, US Secret Service, the Federal Emergency Management Agency and the US Coast Guard. We also provided IT, graphic design, layout, program and agenda development, registration, and AV for the Department of Homeland Security's Industry Day for 625 business participants, held at the Ronald Reagan International Trade Center Building in Washington, D.C. This included the following agencies: the Homeland Security Headquarters Office, the Transportation Security Administration, the US Customs and Border Protection, the US Citizenship & Immigration Services and Custom Enforcement, US Secret Service, the Federal Emergency Management Agency and the US Coast Guard. A quality assurance evaluative report was provided. This was a successful program.

# USDA

#### United States Department of Agriculture USDA OCIO

- Program /Project Management
- USSMC prepared the curriculum
- Provided online training for the subject areas to over 1500 training participants all over the US
- Graphics Support Services and Printing

Web Server 2010, Conflict Resolution, Time Management, Quality Customer Service, and Motivating Employees. Students registered online and followed the class presentations using Live Meeting. USSMC utilized its backend database to keep track of all webbased class activities. USSMC also coordinated all mailings and other logistical support efforts.



#### United States Department of Agriculture USDA Rural Development

- Conducted Business Process Reengineering effort for entire Procurement and Acquisition Office for the Chief for Program Support.
- Program /Project Management
- Strategic Planning
- Logistical Support
- Administrative Support Services
- Human Resource Development/Technical Writing
- Events/Conference Management
- Graphics Support and Printing
- Database Administration
- Information Assurance
- Correspondence/Help Desk Support Services
- Market Analysis for Housing for Secretary of Agency and Under Secretary
- Training: Customer Service
- Technical (IT)
- Professional Service Training
- Baldrige Training
- Virtual Private Server
- Financial Management and Budget Analysis
- EEO Services
- Management Information Systems (MIS)
- OSDBU-Team Development Training
- Information Assurance
- Software and Hardware Buys.
- Market Research for Property/ Asset Management Portfolio

This project involved training planning, curriculum design, development, customer service relations management, quality assurance, evaluation, logistical support (Level 1& 2) online web development, programming and online support.



- Continues to serve as Management Consultant
- Program /Project Management
- National Executive Leadership Development Training for 10,000 small businesses
- DCAA Audit Training
- Business and Strategic Plan
- Marketing and doing business with the Federal Government
- Learn the procurement process and how to write winning proposals
- Cost and Pricing/Financial Management for the 7(j)/8(a) Small Business Owners
- Management and Leadership for the 7(j)/8(a), Hub Zone, EWOSOB and WOSB, Small Business Owners
- Mentor Protégé Programs
- Incorporating Technology Transfer/SBIR/STTR Opportunities
- New Tax Implications and Getting a Handle on your financial management requirement
- The Strategic Plan of the Organization
- Bid vs. No bid
- Management Information Systems/Records Management.
- How to participate in the Government Surplus Program
- This training was conducted at 50 SBA local state field offices all over the United States to over 10.000 small businesses
- Printing
- Customer Services Relations Management
- Quality Assurance
- Strategic Planning

This project involved training planning, curriculum design, development, evaluation, logistical support (Level 1& 2) on-line web design, development and content mgmt., programming and on-line project management support.



#### The Small Business Development Center (SBDC) Dallas, Texas

- Program /Project Management
- USSMC prepared the curriculum
- Training to over 180 Business Executives during a oneday training seminar.
- Graphics Support
- USSMC was provided with a certificate for outstanding service. Through our training we were able to assist the SBDC in promoting small business success by providing management education to 49 counties. This effort assisted small businesses in creating jobs and economic growth by utilizing the elements of quality counseling and training, community involvement and the leveraging of resources. Completed a customer services survey.

### **Joint Base Andrews**

Langley

**Air Force Base** 



Andrews Air Force and NASA Langley Air Force Base (2<sup>nd</sup> Field Investigation Region/LG)

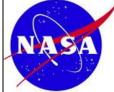
- Program Management
- Planning logistical support and facilities management

support for both DOD's US Air Force installations.



#### US Department of Defense (GCCS) DOD -FORT BELVOIR

- Program /Project Management
- Set up test and configuration of GCCS Command Center
- Intelligence Mission Project Support
- Cyber
- Family Advocacy Training
- Customer Service Relations Management
- Quality Assurance
- Contracts Acquisition Support



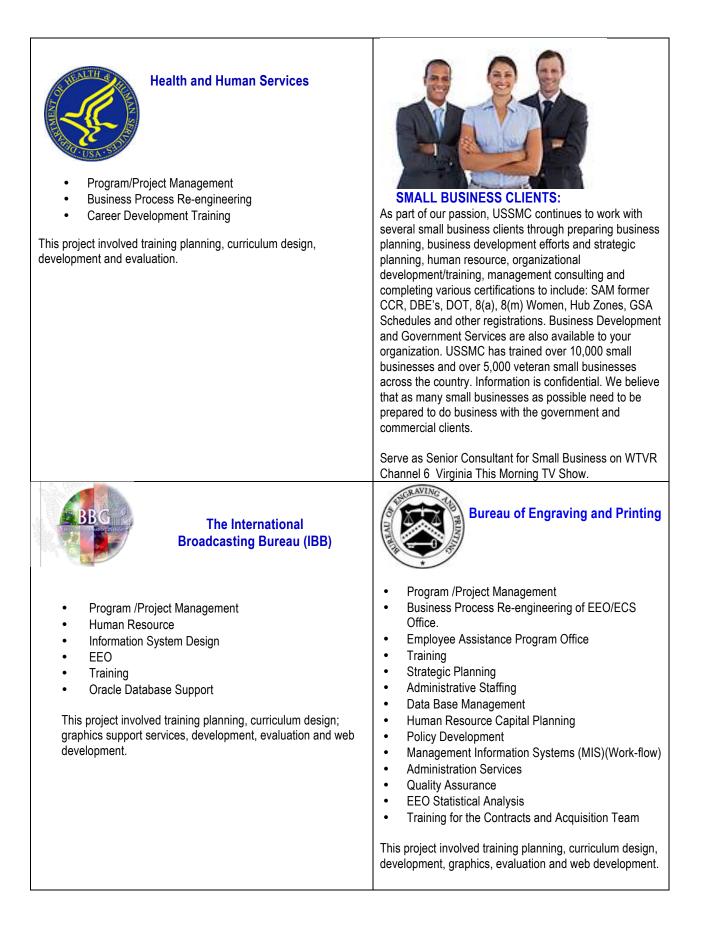
#### National Aeronautics Space Administration (NASA): (A Blanket Purchase Agreement)

- Program /Project Management
- Training (Diversity)
- Conference/Event Evaluation

This project involved training planning, curriculum design, development and evaluation. This project involved training planning, curriculum design, development, evaluation, logistical support (Level 1& 2) online web development, programming and online support.



Grants Writing



MARYLAND
StateofMarylandDepartmentofTransportation,OfficeofMinorityBusinessEnterpriseandStateofMarylandGovernmentStateof MD•Program /Project Management•Financial DocumentsReview Training for CertificationandRecertificationUnit•Technical Support•Establishment of StateWide Local ManagementBoard•Training•BusinessProcessRe-engineering
<ul> <li>Customer Services Survey</li> <li>Office of Personnel Management (OPM)</li> <li>Program /Project Management</li> <li>EEO Investigations and Tracking System</li> <li>Software Development</li> <li>Technical (IT)</li> </ul>
<ul> <li>Prince George's County Public Schools</li> <li>Program /Project Management</li> <li>Technical (IT)</li> <li>Hardware and Software Buys and Support</li> </ul>

Internal Revenue Service     Program/Project Management     Training     Configuration Management     Quality Assurance Plan	
United States Postal  United States Postal  Technical (IT) Management Consulting	Treasury US. Customs:         • Program /Project Management         • EEO Investigations         • Training         This project involved training planning, curriculum design, development and evaluation.
NEXTEL • Technical (IT) • Senior Consultant/Configurations Manager • Version Manager Administrator	OFFUTT AIR FORCE BASE . IT Training

**Project Management Capabilities and Potential Team:** USSMC has the resources and experience to professionally manage any project. We will ensure that a highly qualified Project Manager led and project team is in place at the contract start up under the tutelage of our Business Operations Manager and President and CEO.

**Customer Satisfaction:** In satisfying our customers we must continue to shape the skills of our team that are best suited for customer communication, providing contract and contact management systems for both the customer and our team members. Through this initial effort and continual review of responsibilities for operating efficiently is the starting point in finding ways to improve the system. From our experience as professional trainers we have received accommodations that allow us to improve our service delivery and that ultimately of the customer. Our customer service reputation enjoys an excellent track record with all of our customers. Our Independent Customer Survey Evaluations, our CPARS Performance Assessments, Open Ratings validate our performance levels and quality of our service.

Quality Control Plans: Quality Control Plans are an inherent responsibility of USSMC regardless of its inclusion as part of the contract requirements. The QCP developed for our particular contracts are always followed up, processed and appropriately injected in the system improvement posture. Follow-up services were provided to all above service requirements.

**Budget:** All of our contracts are executed within budget that is reviewed and updated annually. The monthly review process helps to ensure that the project not only stays within budget, but we also look for ways to do the job better at a more economical and value added price.

**Timelessness:** In our business timeliness is of the utmost importance, because every part is dependent on the other parts in a time phased system of goal accomplishment.

USSMC has subject matter experts that are quite knowledgeable about the Federal Acquisition Laws and DCAA Regulations; this will allow Financial Management and Contract Administration to be executed appropriately.

We stay knowledgeable about our subject matter areas to keep our customers well informed and educated about the latest trends, services and technologies for the future.

#### Please see our website at: www.ussmccorp.com

Listed are other services provided by the company. Upon request we will be more than happy to provide you with letters of reference or evaluations from our satisfied customers.

For more information contact Bill Robinson, Executive Vice President of Operations/Program Management Services at 1-844-44USSMC ext. 700 or email: <u>brobinson@ussmccorp.com</u>. You may also forward any request to CorporateOffice@ussmccorp.com and you can reach our offices at 1-844-44USSMC ext. 0 or 804-205-5027.