



ACCOUNTING & COMPUTER SOLUTIONS, INC.

Statement of Capability 2009



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ACS Overview

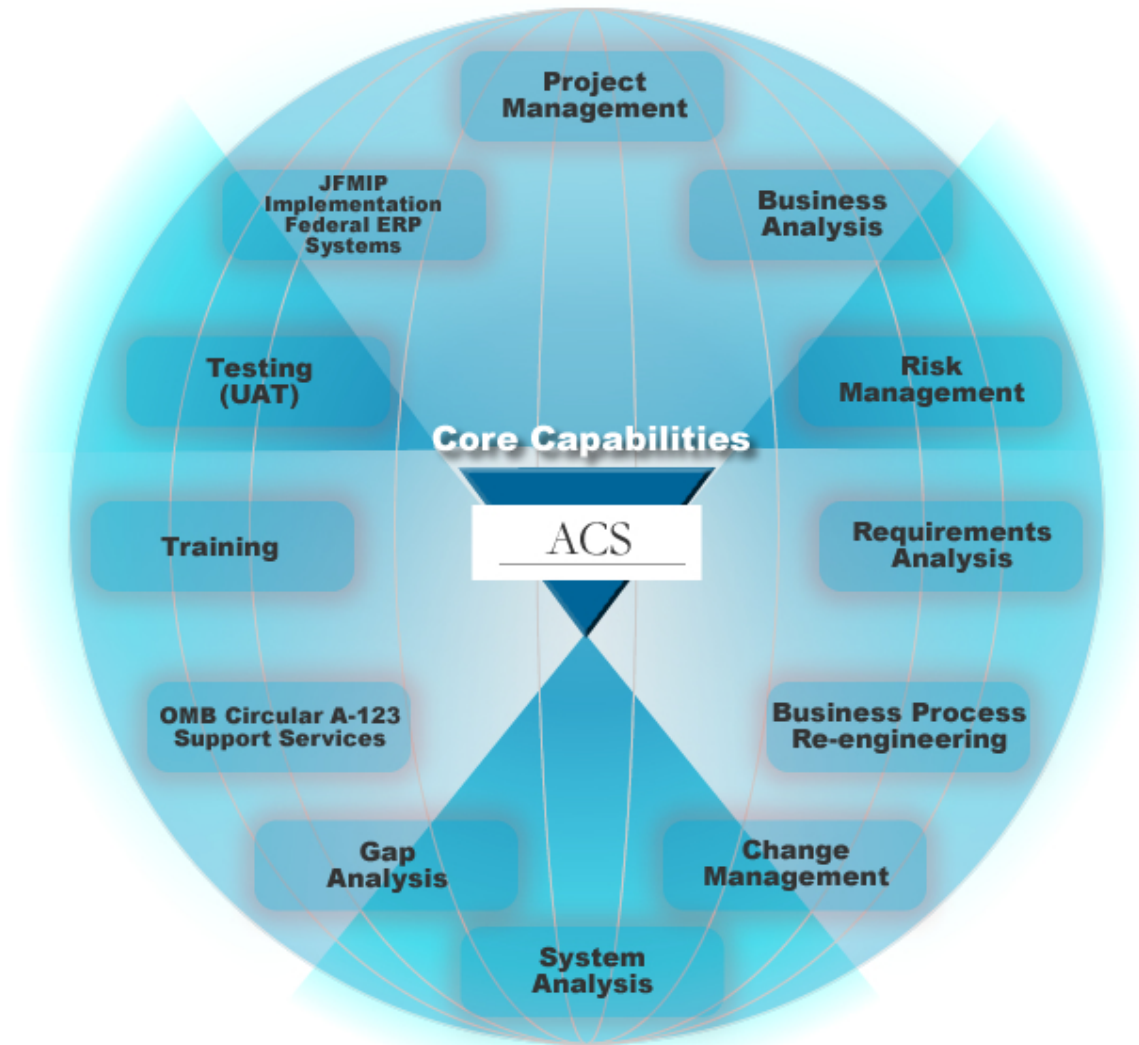
ACCOUNTING & COMPUTER SOLUTIONS, INC. (ACS) provides information technology, financial management, e-business solutions, and accounting services to commercial enterprises and government agencies. For nearly ten years, ACS has partnered with public and private sector organizations to arrive at innovative solutions to customer challenges. We combine information technology, project management, ingenuity, Enterprise Resource Planning (ERP) solutions, and financial accounting services into one exceptional company.

From initial evaluation to recommendation, implementation, and execution, ACS uses intellectual capital (people), state-of-the-art information technology tools (products), and in-depth domain knowledge (expertise) to implement key technology, financial management, and business process initiatives quickly and efficiently. We bring an integrated, real-time, end-to-end approach that skillfully navigates your organization's IT requirements, financial systems, and accounting landscapes, spanning complete system development and implementation life-cycles.

ACS will get you where you want to be, when you want to be there—on your own terms. We help you every step of the way, with flexible, extensible solutions created specifically for your situation.

IN TODAY'S WORLD, the most successful enterprises are defined by their ability to optimize business practices consistent with their missions. While the specific missions of government and business may differ, executives in both the public and private sectors are finding that their efforts and objectives for achieving those missions are remarkably similar: containing costs, improving performance, ensuring consistency, satisfying customers, and achieving results. Subsequently, government managers are faced with the need to provide more citizen-centric services, and commercial business managers are required to achieve bottom line results, relying on similar business processes and practices. "Make do" has evolved into "make it happen." And both sectors contend with the same challenges: shifting priorities, compressed timeframes, increased accountability, and meeting increased demands with fewer resources.

For management, especially at the executive level, the stakes are high. Selecting a reliable, flexible consulting partner with the requisite technical management skills to lead and succeed in today's fluid business environment is absolutely critical. ACS delivers the people, products, experience, and expertise to make it happen.



Project Management: ACS can initiate, plan, schedule, scope, execute, and control all aspects of projects of varying complexity.

Business Analysis: We analyze business factors and perform business problem identification, problem analysis, data analysis, and issue based problem solving.

Risk Management: This practice area includes risk identification, risk analysis, risk assessment, risk prioritization, and risk mitigation.

Testing: Our testing arm includes test planning, developing test scripts, unit testing, system testing and integration testing.

Requirements Analysis: ACS can perform requirements elicitation, analysis, validation, and documentation.

System Analysis: We analyze systems using tools such as process modeling, work flow diagrams, data flow diagrams, and entity relationship diagrams.

Business Process Re-engineering (BPR): ACS employs a management approach that examines aspects of a business and its interactions, and attempts to improve the efficiency of the underlying processes. It is a fundamental and radical approach by either modifying or eliminating non-value adding activities.

Change Management: We bring a complete set of processes employed on a project to ensure that changes are implemented with the help of tested methods and techniques in order to avoid new errors and minimize the impact of changes.

Gap Analysis: ACS performs activities of determining, documenting, and approving the variance between As-Is and To-Be system (process).

Implementation: Our implementation experience involves putting newly developed systems, programs, functions and activities into place.

Training: ACS helps organizations plan and organize activities to impart skills, techniques and methodologies to employees, enabling them to learn and use new processes, procedures, systems and other tools efficiently and effectively in the performance of their work.

Project Summaries

Client U.S. Department of the Interior, via a subcontract through Houston Associates, Inc., A Raytheon Company.

Project IV&V support for SAP Federal Financials

ACS provided IV&V implementation and compliance support on a complex SAP-based financial management program for the Department of the Interior. For this task, ACS provided the following services:

- Reviewed the design for the implementation of a legacy financial management and billing system to a commercial off-the-shelf (COTS) program and ensured compliance with Financial Systems Integration Office (FSIO) standards.
- Reviewed the programming and design of interfaces, tables, queries, and reports before transferring data to the designated Enterprise Resources Planning (ERP) system and provided technical support and repair assistance for the design and implementation of the ERP's database design.
- Reviewed the network and support information technology infrastructure and provided recommendations that allowed the rapid and safe access of all users to the ERP.
- Reviewed the information assurance and information security planning, and ensured compliance to PDD-63 and Federal Information System Management Act (FISMA) standards.
- Revised and validated Program Management techniques required to oversee complex projects. ACS uses change management techniques that help a large organization ensure compliance to the general state enterprise architecture and the needs of an upgraded IT environment.

ACS's IV&V efforts helped the Interior Department complete the project on-time and on-budget.

Client Government of the District of Columbia, Office of the Chief Technology Officer (OCTO)

Project Web-based Repository Development and Implementation

ACS assisted the Office of the Chief Technology Officer (OCTO) of the District of Columbia implement a Web-based document repository, complete with an updated taxonomy, using Google Search Appliances and Tools, to simplify cross-agency collaboration. ACS also implemented Really Simple Syndication (RSS) to allow individual DC agencies to transmit critical document streams to intra-agency customers. Our work on this project included the following:

- Evaluated the document repositories within individual Departments of the DC Government and then implemented the Google Search Appliances to make these documents accessible to government employees.
- Helped develop taxonomies to simplify the addition of meta-data to new documents and simplify search.

- Implemented Google tools to provide a DC employee directory search, a common news/calendar for end-users, and then implemented RSS to allow individual agencies to transmit critical information to clients across the government.
- Installed other Google analytical and visualization widgets, such as RSS/Atom Feeds and Google spreadsheets to provide all DC Government employees a common set of desktop applications.

In our follow-on work, ACS complemented this common intranet environment with the implementation of LDAP/Active Directory Services, Microsoft SharePoint Server, and other Google Enterprise applications. With this infrastructure, DC government employees were provided with a functional and powerful intranet. They are now able to search across multiple directories quickly for critical documents, especially relevant documents from other agencies. Through the use of Google appliances, some Microsoft tools, and open source appliances, ACS provided the DC Government with a resilient, common, Web-based desktop that links multiple offices into a more effective organization.

Client **United States Department of Agriculture, Office of the Chief Financial Officer (OCFO)**

Project **OMB Circular A-123 Technical Support Services**

ACS provides OBM Circular A-123 technical support Services to the U.S. Department of Agriculture (USDA), Office of the Chief Financial Officer (OCFO). Our five-phase project execution includes the following:

Phase 1 – Planning and Scoping

- Recommends planning and reporting materiality levels for the assessment.
- Confirm and document key financial reports, key business processes and financial accounts, significant systems, and significant locations.
- Identifies relevant financial statement assertions for significant line items/accounts.

Phase 2 – Documentation

- Recommends what constitutes appropriate documentation for each step of the project.
- Maps key business processes/cycles to locations and sub-processes/cycles.
- Update the risk assessment tool and provide a methodology for testing entity-level level controls utilizing the GAO framework.
- Review the adequacy of document key controls to be tested to ensure that all required assertions are adequately covered.
- Provide training, as needed.

Phase 3 - Testing and Remediation

- Performs quality control over implementation of the test plans.
- Evaluate and design effectiveness of controls.
- Provide documentation standards for testing and reporting.
- Consolidate USDA testing results, identify control weaknesses, assessed severity and provide recommendations/best practices for their correction.
- Evaluate significance of deficiencies.
- Provide format for reporting on material weaknesses.
- Recommend and implement a tracking mechanism for all assessments and monitor progress.
- Ensures corrective action plans are complete.
- Track progress of remediation efforts

Phase 4 – Evaluation

- Evaluates design and operating effectiveness of controls where control weaknesses or gaps were previously identified as to whether they have been satisfactorily resolved.

Phase 5 – Reporting and Sustaining

- Assists with the execution of senior management assertion and certifications. Implement knowledge transfer for ongoing control assessment process.

Other Support: USDA department-wide Circular A-123 compliance efforts and other financial management and business operations support for USDA component agencies and offices.

Client **United States Air Force, 554 ELSG/PK, Expeditionary Combat Support System**

Project **Support for Rational Tools (i.e., Rational Unified Process, Clear Quest, Clear Case, Requisite Pro, Portfolio Manager and Method Composer) for the Expeditionary Combat Support System**

From requirements analysis, custom design, and implementation, to maintenance and support, ACS has successfully provided complete end-to-end services using best practices for all stages of the software development life cycle to the Expeditionary Combat Support System (ECSS). ACS successfully installed and configured the IBM Rational tools within the ECSS domain, which included change management, requirements management, program management, server client installs, server configuration, and client configurations. The following phases of the project disclosed below were successfully completed:

Elaboration:

- Managed the implementation of the Rational Suite Environment to support functional requirements for the ECSS Program Management Office (PMO).
- Using Rational Unified Process (RUP), ACS provided guidelines, templates and examples for each critical software development activity.
- Leverage the tools to capture/manage changes in the project repository (i.e., Configuration Management).
- Lead the effort to capture and document business requirements.
- Defined and documented the integrated rational suite environment architecture.

Construction:

- Enforced adherence to the Integrated Rational Suite Environment Architecture.
- Leveraged the project repository to capture and manage changes to the architecture.
- Developed, configured, and integrated Rational products as required.
- Implemented the Rational Suite Environment Architecture.
- Developed, implemented, executed, and maintained standard test plans.
- Using Requisite Pro, ACS ensured well-defined, testable, and traceable software requirements.
- Developed, implemented, executed, and maintained standard test plans to verify proper operation of the IBM Rational tools.

Transition:

- Mentored end users as needed.

- Provided technical support.
- Followed up with end users to ensure that the IBM Rational Environment was being leveraged to maximum extent possible.

Client **United States Department of Housing and Urban Development, Office of Public Indian Housing, (PIH)**

Project **Training Conferences and Document Development for the Subsidy and Grants Information Systems (SAGIS) and Oversight Monitoring System**

ACS has successfully developed training material and delivered user training material to the Public and Indian Housing (PIH) for the Subsidy and Grants Information Systems (SAGIS) and Oversight and Monitoring System as it relates to the Grants Management Center (GMC) and its subsidies funding lifecycle. In addition to project management activities such as work plan and quality control plan development, our work involved full-service support in the following areas:

Business Process Consulting

- Developing handbooks, guidebooks, desk guides and reference guides on grants management and subsidy funding lifecycles for the following programs within PIH:
 - GMC
 - Capital Fund
 - Housing Choice Voucher (HCV)
 - Operating Fund
 - Office of Native American Programs (ONAP)
 - Comprehensive Compliance and Monitoring Initiative (CCMI)
 - Resident opportunities and Self Sufficiency (ROSS)
 - Resource Allocation System (RAS)
 - Real Estate Assessment Center (REAC) Subsystem (i.e. NASS, FASS, RASS, MASS)

Training and Technical Support Services

- Creating program-specific training documents.
- Conducting Q&A meetings with HUD subject matter experts.
- Participating in joint application design (JAD) sessions.
- Performing gap analysis work sessions to validate program area workflows, policies, and procedures.
- Developing scripts, presentations, and other training materials for HUD Web casts.

Client **United States Department of Commerce, Census Bureau and International Trade Administration**
United States Department of Justice, Immigration and Naturalization Service

Project **Financial Systems Implementation Management**

ACS has successfully managed the implementation and deployment of the Core Financial System (CFS) for agencies within the Department of Commerce (DOC) and Department of Justice (DOJ). These implementations were based on REL-TEK's baseline Federal Financial Management System (FFMS), which is Joint Financial Management Improvement Program (JFMIP)-compliant, and available to all potential federal customers on the GSA schedule. CFS is a 100 percent Oracle-based product, written in Oracle Forms 3.0., and includes the following modules:

- General Ledger Management

- Fund Management
- Receipts Management
- Payment Management
- Cost Accumulation Management

ACS's project support included full service for the following areas and their attendant activities:

Implementation

- Providing on-site system analysis for agencies' existing workflows to enhance knowledge on ways to effectively maximize CFS's utilities and functionality.
- Leading implementation of accounting applications in a team-programming environment.
- Coordinating testing activities with the client and external consultants.
- Resolving CFS technical software issues and providing CFS technical support to the Program Management Team.
- Directing client personnel in resolving system problems relating to CFS functionality and use.

Deployment

- Conducting regular JAD sessions with the client, crosswalking the existing system requirements, and setting up and configuring database tables required for the CFS.
- Providing oral presentations and software demonstrations at various stages of project implementation.
- Maintaining and updating test schedules and test conditions to effectively track target deployment of CFS software.

Project Management

- Monitoring staff progress and providing technical assistance to meet project deadlines.
- Coordinating and communicating project status to the client and senior management via written reports.
- Tracking and monitoring the task budget to accurately project future budgets and for accurate client billing purposes.
- Interviewing and screening new employee candidates for proper skill sets and requirements.

Client **United States Department of Agriculture, Office of the Chief Financial Officer**

Project **Appropriation-Level Management and Accounting Support**

ACS oversaw and managed appropriation activities and provided accounting staff support to the USDA's Departmental Administration and Staff Offices (DASO) with the Office of the Chief Financial Officer (CFO), and provided technical guidance to DASA staff managers. Our full-service support included the following activities:

- Providing funds control and status of funds information and reporting for approximately 200 current and prior years' appropriations.
- Reviewing, analyzing, and interpreting monthly, quarterly, and annual financial reports and statements generated by the Departmental Accounting System, including the following:
 - SF-133 and SF-2108 reports (FACTII)
 - Audited Financial Statements (FACTI)
 - General ledger balances for all DASO appropriated funds
- Researching and investigating financial issues and problems related to adverse accounting situations.
- Providing recommendations, technical information, and guidance to management.
- Ensuring account reconciliation, and providing assistance and training on the reconciliation process and reconciliation procedures.

- Monitoring and overseeing reimbursements for DASO, and ensuring the prompt preparation and processing of reimbursable agreements.
- Preparing assigned USDA financial statements, periodic consolidated financial statements, and other external required reports and products.
- Identifying, reconciling, and reporting intra-governmental transactions.
- Assisting with evaluations on internal control structures, policies, and procedures; recommending appropriate revisions to systems to ensure consistency with government-wide and departmental requirements; delivering recommendations for improvements.

Client **Government of the District of Columbia, Office of the Chief Financial Officer, (OCFO), Program Management Office**

Project **Financial Management System Implementation**

ACS delivered the successful implementation of the new Financial Management Systems (FMS) for the District of Columbia's Office of the Chief Financial Officer (OCFO), Program Management Office (PMO). Our work leading the implementation effort in a team programming environment included the following activities:

- Implementing the KPMG Peat Marwick commercial-off-the-shelf software package (R*STARS) that included the following modules:
 - Core Accounting
 - Budget Execution
 - Cash & Grants Management
 - Investment & Debt Management
 - Project Costing
 - ADPICS (Fixed Assets/Inventory)
 - Performance Series Budget Creation and Executive Information System
- Coordinating and leading the entire user acceptance testing (UAT) effort with the client and KPMG Peat Marwick consultants.
- Collaborating with KPMG and District personnel on planning and executing system and UAT activities: developing a UAT Plan, test case scenarios, and procedures for test case execution.
- Facilitating PMO review, assessment, and signoff on UAT.
- Directing quality assurance review of KPMG deliverables: data conversion, external interfaces, and infrastructure analysis, et al.
- Acting as change manager and PMO agency liaison for implementation of the new FMS for the Office of the Mayor and related offices (City Administrator; Office of Secretary; Office of Communications and Inter-government Relations).

Services Provided

- Management Consulting Services
- Web Design & Development
- Information Technology Consulting
- Government Accounting Consulting
- Training & Technical Support
- Enterprise Resource Planning
- Application Development
- Knowledge Management
- Project & Program Management
- E-Business Solutions
- Business Process Re-engineering (BPR) Crosswalk
- Risk Management Planning
- Requirements Analysis
- System Design & Development
- Systems Implementation
- Litigation Support
- System Testing (IV&V)
- ADP Programming

NAICS Codes

NAICS Code	Description
Primary Codes	
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
541618	Other Management Consulting Services
611430	Professional & Management Development Training
611420	Computer Training
Secondary Codes	
541211	Offices of Certified Public Accountants
541219	Other Accounting Services
541990	All Other Professional, Scientific, and Technical Services
561499	All other Business Support Services
561320	Temporary Help Services
541611	Admin. Mgmt. & Gen. Mgt. Consulting Services
541690	Other Scientific & Technical Consulting Services
561110	Office Administrative Services
561210	Facilities Support Services
561990	All Other Support Services

SIC Codes

SIC Code	Description
Primary Code	
7371	Computer Programming Services
7372	Computer Integrated Systems Design
7374	Computer Processing & Data Preparation & Processing Services
8721	Accounting, Auditing, and Bookkeeping Services
8741	Management Services
8742	Management Consulting Services
Secondary Codes	
7376	Computer Facilities Management Services
7378	Computer Maintenance & Repair
7379	Computer Related Services, Not Elsewhere Classified
7389	Business Services, Not Elsewhere Classified
8744	Facilities Support Management Services
8748	Business Consulting Services, Not Elsewhere Classified

Client Representation

- State of Maryland, Department of Information Technology - Consulting and Technical Services II (CATS II), Annapolis, MD
- Houston & Associates, Inc. (A Raytheon Company, via U.S. Department of Interior), Herndon, VA
- Northrop Grumman Corporation - McLean, VA
- Systems Research and Applications Corporation (SRA) - Fair Lakes, VA
- United States Air Force (USAF), 554 ELSG/PK, Expeditionary Combat Support System (ECSS) – Wright Patterson Air Force Base, Dayton, OH
- U.S. Department of Housing & Urban Development (HUD), Public & Indian Housing (PIH) - Washington, D.C.
- Maryland Department of Transportation (MDOT), Product Data Services (PDS) -Glen Burnie, MD
- Savantage Solutions, (Formerly) REL-TEK Systems & Design - Rockville, MD
- U.S. Department of Commerce – Census Bureau, Forestville, MD.
- U.S. Department of Commerce – International Trade Administration (ITA), Washington, D.C.
- U.S. Department of Justice – Immigration & Naturalization Services (INS), Washington, D.C.
- International Business Machine (IBM), Gaithersburg, MD
- U.S. Department of Agriculture, Farm Service Agency (FSA), Washington, D.C.
- U.S. Department of Agriculture, Food Safety Inspection Services (FSIS), Beltsville, MD
- RWC Consulting Group, L.L.C., Boerne, TX
- U.S. Department of Agriculture, Office of the Chief Financial Officer (CFO), Washington, D.C.
- United Metering Inc., Harrington Park , NJ
- District of Columbia Water & Sewer Authority (DCWASA), Washington, D.C.
- Government of the District of Columbia, Office of the Chief Technology Officer (OCTO), Washington, DC
- Government of the District of Columbia, Office of the Chief Financial Officer (CFO), (SOAR Program Management Office) Washington, D.C.
- Government of the District of Columbia, Office of Administrative Hearings, Washington, D.C.

- Government of the District of Columbia, Department of Corrections, Fire and Emergency Medical Services (EMS), Washington, D.C.
- Government of the District of Columbia, Department of Health, (DOH), Washington, D.C.
- European Aeronautic Defense Space (EADS) Company, Washington, D.C.

Contracting Vehicles

Small Business Administration (SBA)

- U.S. Small Business Administration **8(a)**
- U.S. Small Business Administration Office of Small Disadvantaged Business (**SDB**)
- U.S. Small Business Administration **HUBZONE**

State of Maryland

- Maryland Department of Transportation (**MDOT**) **MBE & SDB**
- Consulting and Technical Services II (**CATS II**)

District of Columbia

- Certified Business Enterprise (**CBE**)
- Information Technology Staff Augmentation (**ITSA**)

Past Performance References

Company Name	Point of Contact	Phone Number
U.S. Air Force (USAF), 554 ELSG/PK, Expeditionary Combat Support System (ECSS)	Jean E. Smith	(937) 904-0760 (O) jean.smith@wpafb.af.mil
U.S. Department of Housing & Urban Development (HUD)	LaFonda Lewis	(202) 402-3021 (O) LaFonda.H.Lewis@hud.gov
U.S. Department of Agriculture (OCFO)	Howard Campbell, Jr.	(202) 720-7975 (O) hcampell@cfo.usda.gov
U.S. Department Of Commerce (International Trade Administration (ITA)	Jerry Morse	(202) 482-1180 (O) jerry.morse@ita.doc.gov
Houston Associates, Inc., A Raytheon Company.	Ellen Minderman	(703) 284-4807 ellen.minderman@hai.com

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