

Corporate Overview

November 1, 2010



www.spsconsult.com

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SPS Consulting is a company of people committed to delivering high-quality services and solutions that exceed our customers' expectations for quality, responsiveness, and performance.

- **Customer Success** - We define our success by our customers' success.
- **Partnership** – We establish long-term partnerships with our customers that instill trust and enable our customers to focus on their missions with confidence.
- **Professional Excellence** - We implement world class services and solutions. We attract and develop leaders.
- **Best People** - We hire people with high capability, high potential, and a “can-do” attitude. Through training and development we provide employees the opportunity to grow personally and professionally.
- **Integrity** - We maintain the highest standards of ethical behavior and integrity. We only promise what we can deliver. We match our behaviors to our words.
- **Accountability** - We foster a culture of accountability and ownership that builds employee commitment; customer satisfaction; and company success.
- **Entrepreneurship** - We empower our employees to be entrepreneurs, and to take balanced risks. We succeed by delivering innovative solutions.

Company Profile

- Founded in 1996, SPS Consulting, LLC (SPS) provides:
 - Accounting and Financial Services
 - Information Technology Solutions
 - Professional Staffing Services
 - Records Management and Administrative Services
 - Management Consulting
 - Program Management
 - Green Services
- Customers include Government, Industry, and Non-Profit
- Headquartered in Bethesda, Maryland
 - Nationwide locations: CA, DC, GA, IN, MD, SC, VA and VT
- ~125 Employees
- Certified Small Disadvantaged Business (SDB)
- Certified Minority Business Enterprise (MBE)
- SECRET Facility Clearance

○ **Toby Studley, President & Founder**

- Led SPS from accountant staffing company to comprehensive professional services firm
- More than 20 years of management and executive experience.
- Previous Positions:
 - Senior Account Manager, Don Richard Associates
 - Key Account Manager, Xerox Corporation
- Graduate of Towson University

○ **John Heneghan, Executive Vice President**

- Responsible for Operations and Corporate Development Strategy
- Previous positions:
 - Director of Corporate Development, Stanley Associates, Inc.
 - IT Project Manager, Justice, Treasury, DOE
 - Network Engineer for washingtonpost.com.
- Project Management Professional (PMP) Certified
- Information Technology Infrastructure Library (ITIL) Foundation Certified
- Graduate of the University of Maryland at College Park
- Financial Management Certificate, Cornell

- DHS, U.S. Citizenship and Immigration Services (USCIS)
- DHS, U.S. Customs and Border Protection (CBP)
- DOS, Bureau of Consular Affairs (CA)
- NRC, Division of Contracts
- NRC, Office of Information Services (OIS)
- DOJ, Office of Justice Programs (OJP)
- DOJ, Criminal Division
- DOC, National Oceanic and Atmospheric Administration (NOAA)
- HHS, Center for Medicare and Medicaid Services (CMS)
- HHS, National Institutes of Health (NIH)
- NASA
- Smithsonian Institution
- DOI, Office of the Inspector General (OIG)
- USDA, United States Forestry Service (US Forestry)
- Small Business Administration (SBA)
- U.S. Army
- U.S. Navy

- State and Local
 - DC Water and Sewer Authority
 - DC Court System
 - State of Maryland - University of Maryland
 - Montgomery County, Maryland
- Non-Profit
 - AARP
 - Wildlife Habitat Council
 - American Chemical Society
 - National Geographic Society
- Commercial
 - Ernst and Young
 - KPMG
 - IBM
 - PEPCO
 - L-3 Communications
 - Fannie Mae
 - Discovery Communications
 - Clark Enterprises
 - EDS
 - CGI Federal

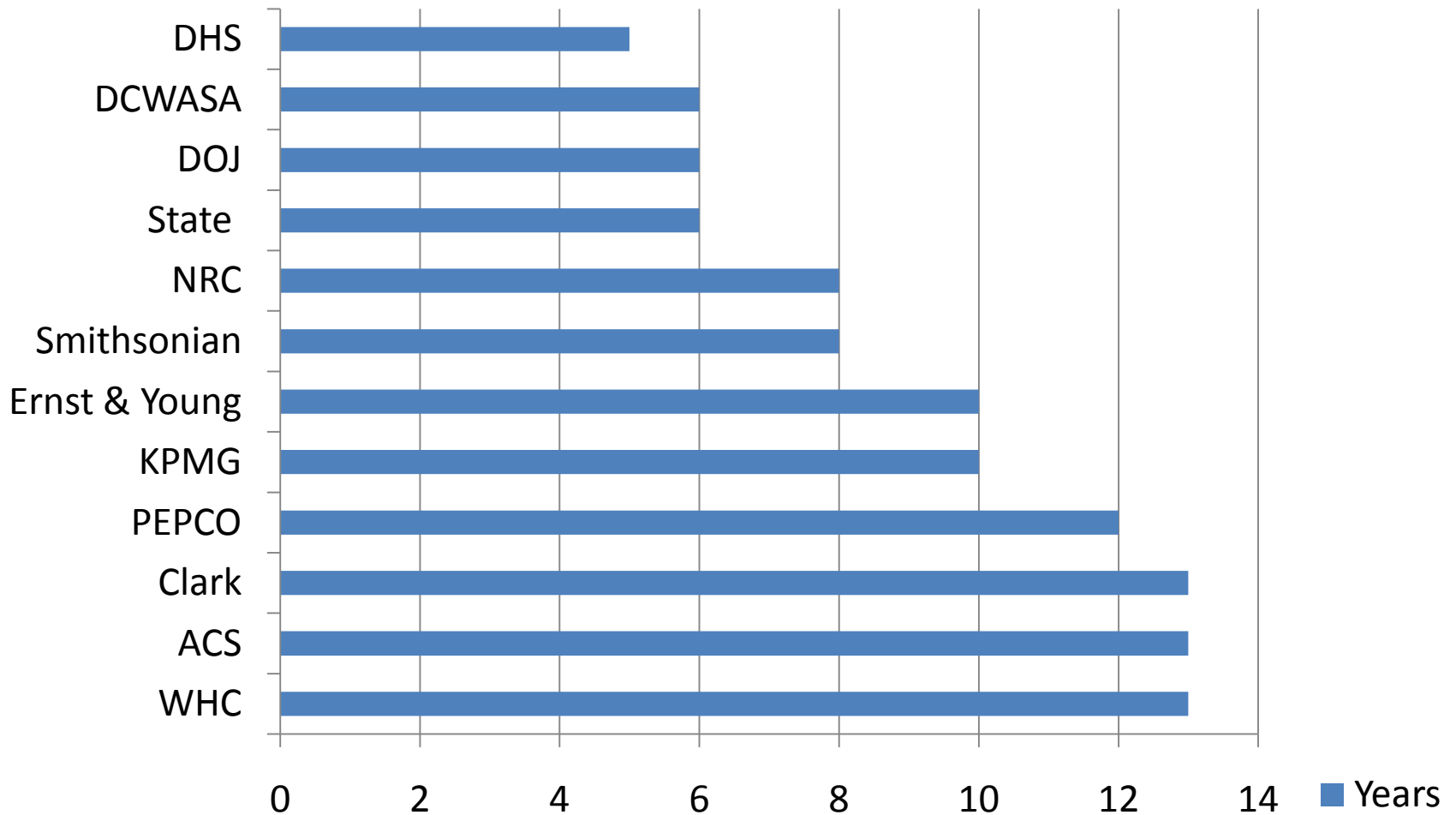
“I meet countless small business entrepreneurs who are attempting to do business with NRC. I can honestly state that Mr. Studley and his staff at SPS Consulting stand out among the crowd. They make no promises that they can’t fulfill and they are certainly one of our most reliable contractors”

-Mauricio Vera, former Small Business Program Manager,
Nuclear Regulatory Commission

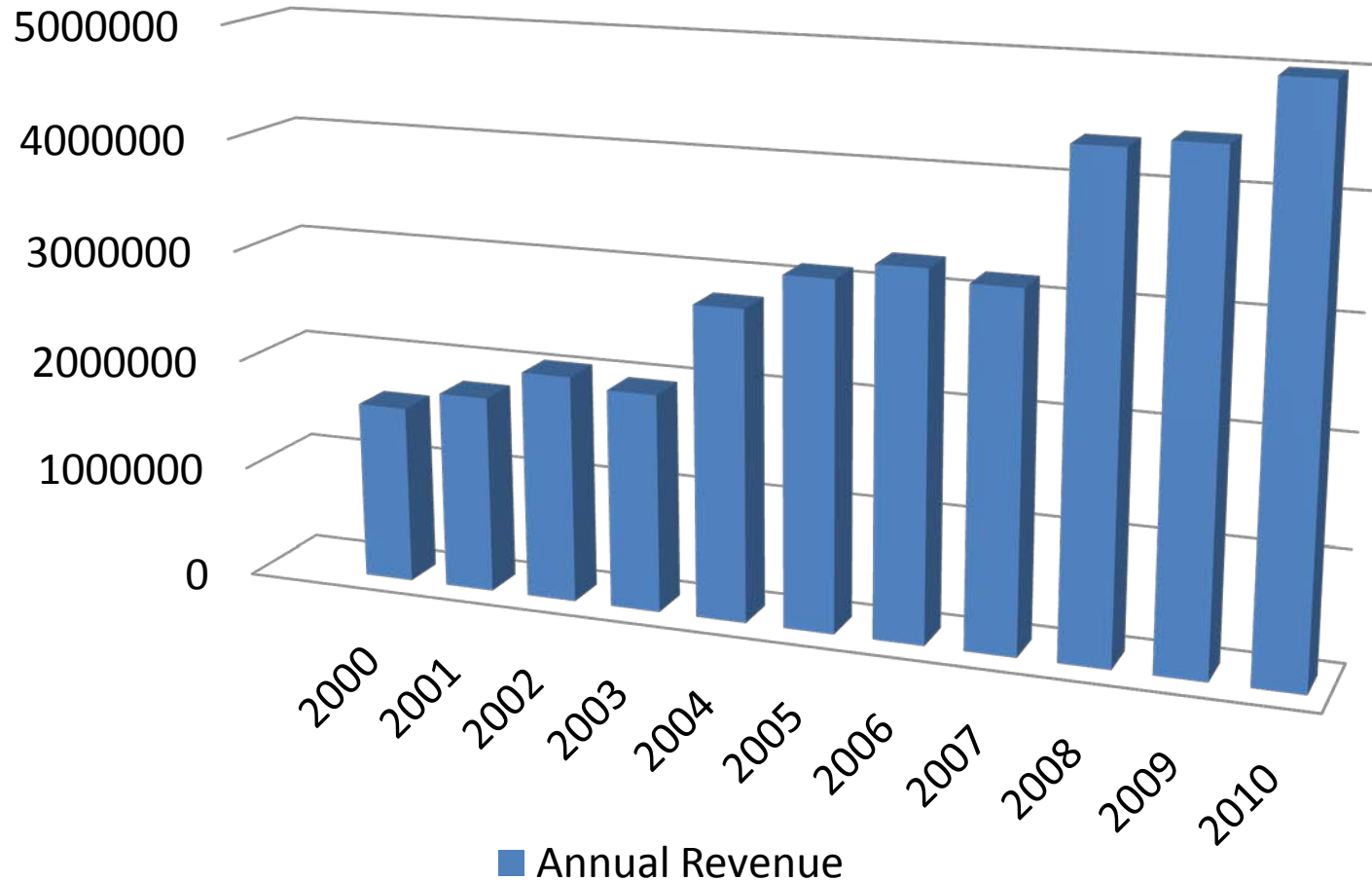
“I would strongly recommend SPS Consulting as they have the knowledge, skills, and patience to assist a government agency in resolving the challenges that they confront.”

-Anthony H. Rainey, former Chief Financial Officer, District of Columbia Courts

Establishing Lasting Partnerships



Average Annual Revenue Growth of **12%**.



- GSA Financial and Business Solutions Schedule (FABS)

- Financial management (FM) and accounting services including: financial planning; budget formulation and execution; preparation of financial statements; financial reporting; performance measurement; management controls; internal controls; FM systems; and financial consulting

- GSA Alliant

- Provide a broad range of management and technical IT support services for U.S. federal government organizations in the areas of infrastructure, application services and IT management services.



- GSA Temporary Administrative and Professional Staffing (TAPS)

- Provide administrative support to include secretarial support, clerical support, and contract support including data entry, file management and mail operations. SPS offers full-time or part-time staff for both long term and temporary assignment

○ Seaport Enhanced (SeaPort-e)

- The Naval Sea Systems Command (NAVSEA) Warfare Centers established the Seaport Enhanced (SeaPort-e) Multiple Award Contract (MAC). The ordering community of SeaPort-e has expanded to include all Virtual Systems Command (SYSCOM) activities. Other activities, including the Military Sealift Command, Strategic Systems Programs, Defense Threat Reduction Agency (DTRA), and the United States Marine Corps have also chosen to use SeaPort-e.



○ CIO Solutions & Partners 2 Innovations (CIO-SP2i)

- The Chief Information Officer Solutions & Partners 2 Innovations (CIO-SP2i) contract provides strategic, agency-level support, and project-oriented IT solutions in: contract and task order management; chief information officer support; outsourcing; IT operations and maintenance; integration services; critical infrastructure protection and information assurance; digital government; enterprise resource planning; clinical support, research, and studies; and software development. The CIO-SP2 contract is available for use by all government agencies.





Services

- Provide Independent, objective, fact-based assessment of the cost and performance of programs and operations
- Ensure accountability of public resources and compliance with laws and regulations
- “Best Value” support through:
 - demonstrated public financial management experience
 - extensive regulatory knowledge
 - proven technical expertise
- Services include:
 - CFO Act Financial Statement Audits
 - OMB A-127 and A-130 Reviews
 - SAS 70 Reviews
 - FFMIA Reviews
 - FMFIA and OMB A-123 Reviews
 - Audit Readiness Reviews
 - Forensic Audits
 - Internal Control Reviews
 - Info. Systems Reviews
 - Performance Audits
 - Contract Pre-Award Audits
 - Contract Close-Out Audits

- Improve the effectiveness and efficiency of financial operations
- Maximize transparency, accountability and compliance with laws, regulations, and guidance.
- Strengthen the reliability internal controls
- Increase an organization's confidence in its financial information.
- Services range from daily processing of accounting transactions to reconciling and analyzing account balances.
- Services include:
 - Budgetary controls
 - Budget formulation and execution
 - Budget performance and integration
 - Compilations
 - Grants management
 - Financial analysis & modeling
 - Financial reporting & controls
 - Forensic accounting
 - Fraud investigation & recovery
 - Operational accounting
 - Property & asset mgmt.
 - Reconciliations
 - Risk assessment

- Combine proven Federal financial expertise with extensive system design and integration experience to implement financial systems.
- Design systems that enhance operations and meet reporting requirements mandated by Treasury and OMB.
- Build and maintain systems to meet specific business and technical requirements including system availability, performance, and scalability.
- Full lifecycle support includes:
 - Requirements definition
 - Systems design
 - Software selection
 - Procurement
 - Integration
 - Testing
 - Implementation
 - Operations and maintenance
 - System enhancement and customization
 - Reporting enhancements
 - Database Management

- Provide accounting and financial solutions to help companies make better informed, more effective business decisions.
- Maintain staff of CPAs, certified financial managers, and accounting professionals
- Provide services that range from temporary staff support to complete outsourcing of an organization's accounting services.
- Services include:
 - AP and cash disbursements
 - AR and cash receipts
 - Activity based costing
 - Bank reconciliations
 - Budget formulation and execution
 - Cash management
 - Compilation
 - Cost studies
 - Financial analysis & modeling
 - Financial reporting
 - Financial statement preparation
 - GL account maintenance
 - Payroll
 - Annual audit and tax filing prep.
 - Risk assessment
 - SOX compliance and process improvement
 - Treasury reporting

- Assist organizations in creating a flexible technology environment to keep pace with emerging business dynamics.
- Develop technology solutions to optimize the IT infrastructure, modernize business systems, and provide IT support efficiently and effectively.
- Provide the full range of IT Services:
 - ITIL® Enterprise Service Management
 - Information Security
 - Network Operations
 - Help Desk Operations
 - Software Development, Integration and Maintenance
 - Data Management
 - Green IT

- Work side by side with customer to get a clear picture of where the organization is going and develop the plan to there.
- Offer solutions that provide more effective ways of operating, lower costs, higher productivity.
- SPS provides the full range of Management Consulting including:
 - Organizational Improvement
 - Process improvement
 - Lean
 - Six Sigma
 - BPR
 - Change management
 - Human capital planning
 - IV&V
 - Organizational assessment & design
 - Value analysis
 - Accountability
 - Business continuity planning
 - Cost-benefit and ROI analysis
 - Internal controls review
 - Strategic Planning
 - Business process mapping, review and re-engineering
 - Customer service review and analysis
 - Performance planning and measurement

- Provide oversight, consultative, technical, and functional support to the Government and Government PMOs & PEOs.
- Certified PMPs technical SMEs support the program/project through all phases of the project life cycle.
- Services include:
 - project support
 - project management process and methodology implementation
 - training
 - organizational governance
 - resource management
 - continual organizational improvement
- Standardize project management practices to make your organization operate more efficiently and effectively.
- Develop metrics, tools, and training to help project's run smoother and with a higher success rate.

Administrative Support & Records Management

- Offer full-time or part-time staff for both long term and temporary assignments to meet your organizations changing needs.
- Trained administrative support professionals assist leadership in executing any number of day-to-day operations
- Skilled records management staff specialize in data entry, records classification, and file management, disposal, and archival.
- Design, develop, implement, and maintain of electronic records management systems.
- Service Offerings include:
 - Integrated file tracking system management
 - Electronic/physical records management and destruction
 - Record, Case, & Application processing
 - Scanning operations for documents and biometrics
 - Storing and shipping of documents
 - Quality control audits
 - Call center support

Government Business Development and Marketing

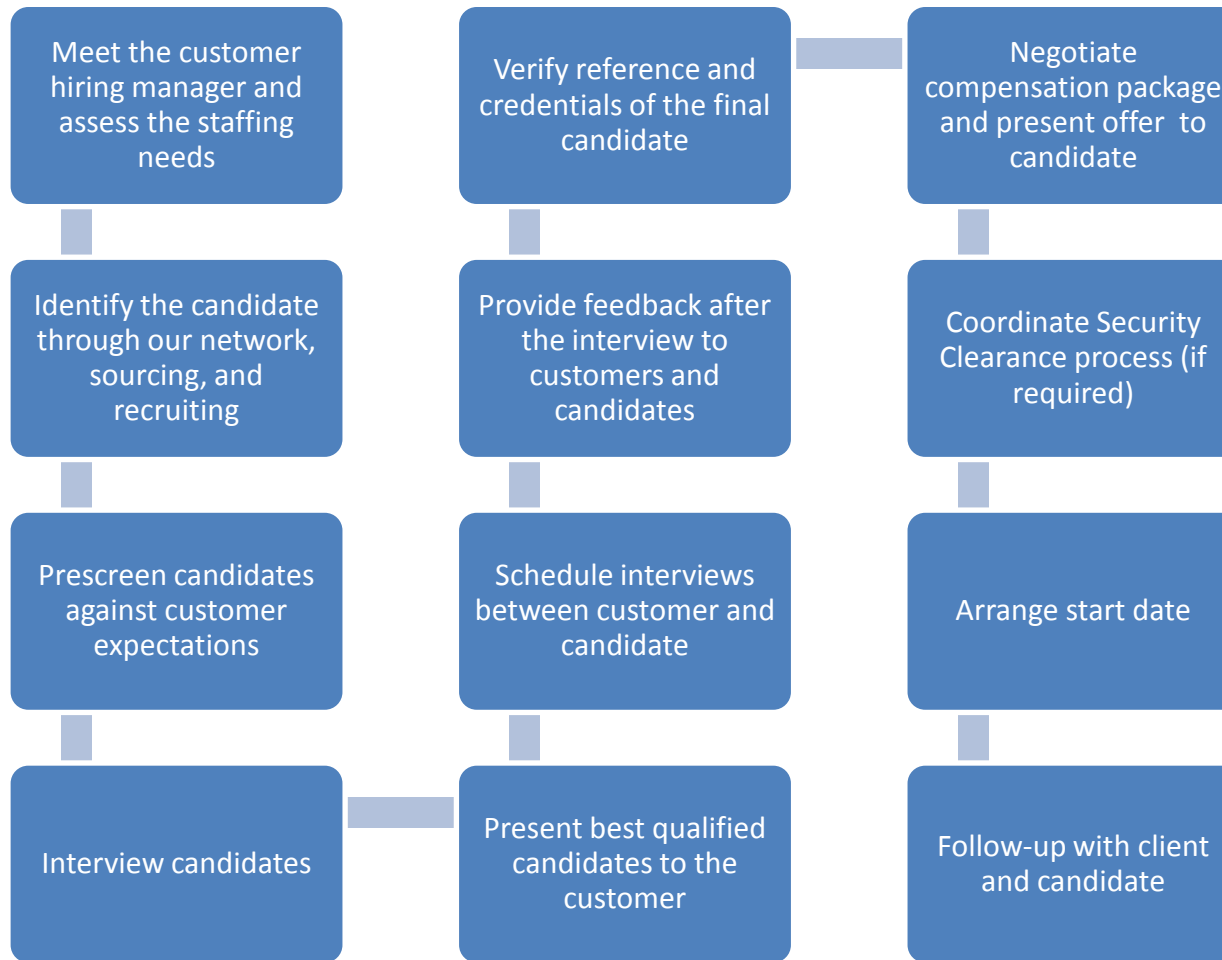
- Provide methodology to help organization select and pursue the right business opportunities that match its strengths so limited resources aren't wasted on opportunities with a low win probability
- Provide a disciplined, efficient and effective capture and proposal process develop the right strategy to win new business.
- Help organizations develop a business opportunity pipeline.
 - Implement a proven process to qualify the opportunities in that pipeline
 - Position company to win those opportunities
 - Develop an effective capture strategy and a winning proposal strategy.
- SPS provides full-lifecycle proposal management services:
 - Provide range of services from proposal management to word processing
 - Proposal Writing and Solution Development
 - Provide subject matter experts
 - Technical Editing and Graphic Design
 - Proposal Review and Assessment
 - Manage and conduct entire color team review process

Recruiting and Executive Placement Services



- Served as a placement firm for 14 years and has a proven record of finding highly qualified people
- Place full-time or project staff
- Rapid recruitment capability to find, screen and match candidates to your requirements
- Nation-wide capability, specializing in DC metropolitan area
- Established extensive network of qualified professionals across management and staff levels.
- Specialized recruiting for professionals with government security clearances
- Specialized recruiting for Government Service Providers

Recruiting Process



- **Government Recruiting**
 - Proven capability to rapidly recruit and staff personnel with security clearances and the right skills to support Government requirements and the Government services community.
 - Variety of pricing and subcontracting arrangements to meet your needs flexibly, strategically, and cost effectively.
- **Accountants and Financial Management Recruiting**
 - Specialized recruiting for accounting and finance departments in companies large and small.
 - Flexible options for our customers staffing needs including project, project to direct hire, and direct hire services.
 - Recruiters have direct accounting and finance backgrounds, participate in many accounting and finance professional organizations, and are well networked in the accounting and finance community including the government accounting and financial management community.

○ Green Building Services

- Improves the operations of facilities and helps customers understand and apply LEED EB concepts and strategies.
- We help building owners and building managers measure operations, improvements and maintenance on a consistent scale, with the goal of maximizing operational efficiency while minimizing environmental impacts.
- We help customers develop LEED EB certification strategy and provide a Sustainable Facilities Roadmap that matches their goals.
- We provide gap analysis, implement best practices, verify sustainable practices using proven measurement techniques, develop the certification documentation for submission to USGBC

○ Green IT Services

- We help organizations develop environmentally sustainable computing environments.
- We evaluate and implement green technologies
- Implement solutions to reduce the use of hazardous materials, maximize energy efficiency during the product's lifetime, and promote the recyclability or biodegradability of defunct products.



Project Profiles

DOJ OPTF Administration and Paralegal Support

DOJ, Criminal Division, Obscenity Prosecution Task Force (OPTF), Executive Administration and Paralegal Support

- Litigation preparation support
- Investigation research
- Proofreading and document editing
- Electronic filing of legal documents
- Overseeing the legal intern program
- Administrative support
 - Travel plan coordination
 - Expense report preparation
 - Payment of invoices
 - Transcript requests;
 - Office supply purchasing;
 - File management system.



DOJ Office of the Chief Financial Officer (OCFO) Management, Accounting and Budget Support Services (MABSS)

- Financial research and analysis
- Financial modeling
- Data modeling
- CFO process evaluation
- CFO process solution development
- Problem identification
- Technical analysis
- Development of reports and studies for OJP decision-makers



NRC, Division of Contracts, Records Management

- Procurement action request processing using the NRC's Agency-wide Documents Access and Management System (ADAMS)
- Identify cost overruns and price increases using the NRC Contract and Payments System
- Monitor the flow of active and inactive contracts, grants, and inter-agency agreements
- Ensure quality control of reports; and monitor past performance evaluations
- Provide timely, reliable, responsive, and customer-oriented support.
- Developing an electronic inventory system to improve security and accuracy of files
- Improve standardized forms to increase ease of use and efficiency



On-site Executive Secretarial Support Services for NRC Headquarters Offices

- Managed administrative staff providing:
 - Multi-line phone system answering
 - Mail distribution
 - Executive correspondence handling
 - Document processing
 - Maintenance of executives' calendars
- Developed a staff orientation program enabling rapid understanding of NRC processes rapid employee performance capability
- Used the following NRC systems:
 - ADAMS Documents Management System
 - Human Resource Management System (HRMS)
 - GroupWise e-mail and calendar scheduling



- Provide a consistent, integrated, service delivery approach using the Information Technology Infrastructure Library Version 3 (ITIL v3) framework.
- SPS's certified ITILv3 Experts responsible for implementing an effective ITIL Service Delivery model.
- Provide a wide range of IT infrastructure services
 - Network Operations
 - Service Desk and Desk-side Support
 - System Administration
 - Wireless networking
 - Data Center Services
 - BlackBerry Support
 - Email and Messaging
 - File and Print services
 - Network Attached Devices Management
 - PC Support & Software Licensing
 - Office Productivity Software Deployment
 - Information Security
 - Asset Management
 - Maintenance and Patching Management ,
 - Network Monitoring
 - Remote Access
 - Project Management
 - High Performance Computing
 - Integration Services
 - Move Support



DHS USCIS Service Center Operations Support Services

DHS U.S. Citizenship and Immigration Services (USCIS), Service Center Operations Support Services (SCOSS)

- ~80 staff provide adjudication support operations for most immigration applications and petitions
- Comprehensive records management services at California Service Center and Vermont Service Center
 - Mail open and distribution
 - Data entry
 - Fee collection
 - File management
 - Driver/Courier Service
 - Quality Control
- Assemble e-Filed and Lockbox applications
- Perform system back ground checks
- Manage seasonal surges by hiring and training up to 70 temporary employees



DHS CBP ETC Financial Management and Facility and Security Support

DHS CBP Enforcement Technology Center (ETC), Financial Services, Facility Management, and Security Management

- Prepared Monthly and quarterly financial reports
- Create and Manage Purchase orders and purchase requisitions
- Developed and monitored performance based contracts
- Tracked and reconciled the annual budget to ensure payments of commitments in SAP system
- Strategic planning, financial analysis and financial reporting to CBP management, Congress, Inspector General (IG), and the General Accounting Office (GAO)
- Managed the budget planning process including, defining funding requirements; creating funding profiles, creating budget execution forecast models and auditing of financial records
- Developed a quality assurance process to ensure invoices are correct and legal, and that billed services were performed
- Developed policy and managed facility and property management functions, asset management, acquisition and procurement processes and logistical support activities



- **DOS Bureau of Consular Affairs (CA), Passport Services (PPT), Passport Operations Support**
 - Receive, open and sort hundreds of inbound lockboxes containing bar-coded passport applications
 - Scan passport applications using high-volume GFE ImageTrak scanners and Photo Digitization
 - Review passport applications/supporting documentation for completeness, accuracy and authenticity
 - Program management support includes:
 - Workload forecasting
 - Staffing rightsizing
 - Process Improvement
 - Training development
 - Internal control to safeguard applicant information
 - Assure image quality and OCR readability of all digitally produced passports
 - Track and monitor printing error types and rates
 - Prepare, stamp and mail all completed passports and supporting documents to customers



SI Office of the Comptroller (OC) and the Center for Folklife and Cultural Heritage (CFCH), Professional Accounting and Administrative Support

- Implement operational and reporting solutions to improve information flow between CFCH and OC
- Review payment reports from the Mail Order system and corresponding Cash Receipt Vouchers
- Identify discrepancies in system; and advise SI on how to identify, avoid, and/or address problems
- Review income and expense entries in financial system
- Create journal entries necessary to bring NetSuite in alignment with ERP financial system
- Provide status reports to Financial Operations Manager
- Review Mail Order reports and Wholesale sales reports on a monthly basis and reconcile NetSuite against ERP financial system
- Formulate and reconcile P&L, the monthly expense report, and Accounts Receivable ageing



Smithsonian

US Forestry, Wildlife Habitat Council, Administrative Support and Field Work

- Provide Program Coordination and Administration
- Provide Payroll Support Services
- Hire displaced, under-employed, or unemployed steel industry workers, technicians, or professionals and expose them to meaningful opportunities for careers in the land conservation field
- Ecological restoration crew members work on various habitat restoration and native landscape projects throughout the Lake and Porter Counties of Northwest Indiana.
- Field work includes native planting and seeding, exotic species control, prescribed fire, erosion control, stream and shoreline restoration, and wildlife habitat establishment.



PEPCO Accounting, Finance, and Administrative Support

- Provide double entry bookkeeping
- Post debits and credits
- Verify Journal entries
- Prepare and document adjustments and corrections.
- Resolve corrections according to established procedures.
- Developed training and information manuals for the senior administrators on, with a specific emphasis on Pepco's web-based purchasing system.
- Wrote technical training manuals for the SAP system and web-based Inventory and Purchasing application modules
- Provided guidance on the Accounts Receivable module.



Financial Industry Regulatory Authority (FINRA) Nationwide Mortgage Licensing System (NMLS), Call Center Support

- Provide Call Center Support Agents to support NMLS, a web-based system that allows state-licensed mortgage lenders, mortgage brokers and loan officers to apply for, amend, update or renew licenses online
- Implement rigorous call center selection process to meet customer expectations
- Call Center Agents must have a College degree, pass background check and drug test, and pass extensive call center support and NMLS functionality training.
- Agents must answer phones and help licensees navigate the licensing process and licensing system.
- Agents provide troubleshooting and user training to licensees and broker representatives



DC WASA Financial Support

- Capital Budget Support
- General Ledger Support
- Bank Reconciliation
- Labor Cost and Payroll Analysis
- Created analysis tools to monitor actual capital expenditures compared to budgeted expenditures.
- Developed system to monitor activities with the DC Department of Transportation (DDOT), including reconciliations of related reserve cash accounts for committed funds, and monitoring of applicable transactions
- Analyzed the financial impact of the payroll shift schedule changes by comparing the financial impact of like periods under the different shift patterns, and the actual results between the two methods
- Developed an Electricity usage and price rate model to be used for projecting various future “lockable” rates for utility usage, including the impact of future pricing on the budget.
- Analyze invoices to calculate reimbursement portion(s) to bill partner entities, including recalculating invoices based on data provided from vendor, and applying apportioning factors to partner organizations sharing costs per agreements.



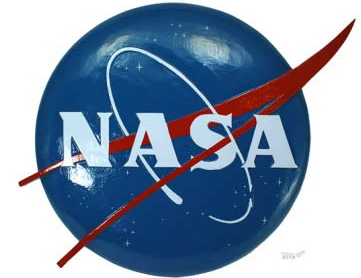
Department of Health and Human Services (HHS), Center for Medicare and Medicaid Services (CMS) Audit Support

- Provide senior accounting managers, senior accountants, senior auditors and general accounting staff to perform audits including:
 - SAS 70 Type II Audits (Reports on the Processing of Transactions by Service Organizations)
 - CFO Act audits
 - Financial and performance audits under the “Yellow Book” Government Auditing Standards
- Perform Federal audits in accordance with OMB Bulletin 01-02 Audit Requirements for Federal Financial Statements and GAAP.
- Conducts reviews of internal controls and compliance with laws and regulations
- Conduct compliance assessments of financial management systems against the Federal Financial Management Improvement Act (FFMIA)



NASA , Audit Support

- Provide senior accounting managers, senior accountants, senior auditors and general accounting staff to perform audits including:
 - SAS 70 Type II Audits (Reports on the Processing of Transactions by Service Organizations)
 - CFO Act audits
 - Financial and performance audits under the “Yellow Book” Government Auditing Standards
- Perform Federal audits in accordance with OMB Bulletin 01-02 Audit Requirements for Federal Financial Statements and GAAP.
- Conducts reviews of internal controls and compliance with laws and regulations
- Conduct compliance assessments of financial management systems against the Federal Financial Management Improvement Act (FFMIA)



Department of Interior, Inspector General, Audit Support

- Provide advisory financial services, accounting services, and audit services
- Examine and test the Inspector General's internal controls
- Provided vulnerability assessments and compliance analysis against FFMIA Section 803(a)
- Provided the internal control audit and evaluation of procedures for financial statements



Department of Agriculture, U.S. Forestry Service, Audit Support

- Provide advisory financial services, accounting services, and audit services
- Provide the internal control audit and evaluation of procedures for financial statements.
- Provided a comprehensive evaluation of general controls according to FISCAM
- Audited the financial statement process; and
- Audited the Treasury consolidated financial statements, progress reports, and entrance and exit conferences.



- Provide Temporary Accounts Payable Clerks and other staff to perform several duties.
 - Reviewed and maintain 35 capital project contracts, change orders, sources and uses of funds, and provided Banner account adjustments as necessary.
 - Researched and resolve difficult account problems
 - Recorded and managed budgets for 20 County and State Grants as well as approve requisitions and invoices in accordance with agreements for approximately 3MIL in grant funds.
 - Assisted with monthly closing activities and other Finance duties as assigned.
- Reconciled Montgomery College's capital budget funds and accounts totaling \$468MIL.
- Provided Executive Note Taker to record professor notes
- Provided Temporary Cashiers at the start of school to handle surge in Bookstore Sales.



Westat, University of Maryland, Nigerian AIDS Research Study, Medical Records Support

- Provide up to 50 Medical Record Data Abstractors and 30 Data Entry staff
- Identified and Selected Staff within 3 weeks of notification
- Provide data entry/keying and abstraction, familiar with reading and keying from small print, boxes and medical practitioner handwriting from medical forms.
- Abstracted and keyed data from forms including lab results, medication assessments, with circles/check boxes, handwritten notes/info etc.) into research database.



District of Columbia Court System (DC Courts), Financial System Development

- Designed and Implemented Accounting System Database
- Integrated with DC Courts Financial System
- Integrated with GSA Pegasys purchasing system
- Developed Conceptual Model of Invoice process, Logical model of workflow, and Physical Model including data fields for invoices, purchase orders, and accounts
- Enabled management to view invoice aging reports by invoice, organizational unit, manager, firm submitting the invoice, COTR, and accounts payable staff
- Provided Documentation and Training
- Provided accountability in the invoice payment process reducing delays and bottlenecks
- Provided each Division with Key Performance Indicators (KPIs) used to manage employee performance evaluations.

