



Phoenix Systems Inc.

Commercial Capabilities Statement



22636 Davis Drive, Suite 150, Sterling, VA 20164
Phone: 703-430-0098 Fax: 703-430-4859
Website: www.phoenixs-inc.com



1. Company Overview

Phoenix Systems Inc. is a Small Business Administration (SBA) certified 8(a), Woman-Owned, Small Disadvantaged Business with nearly a decade of experience in staff augmentation and the placement of skilled professionals in temporary and permanent positions. Phoenix Systems Inc. provides professional services to government and commercial clients through competitive and noncompetitive contracts.

2. Mission

Phoenix Systems Inc. is dedicated to improving the business functions of our clients through the placement of quality professionals in temporary and permanent positions. We accomplish this through a proven process of screening potential candidates and selecting only the most qualified professionals for placement with our clients. This process includes a detailed prescreening, reference checks and interviewing of all applicants prior to placement with a client to ensure we provide the customer the exact skills match required. Our recruiters use a variety of recruiting methods including:

- Attending key job fairs and industry events;
- Attending professional organization conferences; and
- Postings on Phoenix Systems Inc's Website.

3. Services

Phoenix Systems Inc. provides business administration support and staff augmentation services through temporary, temporary to permanent and permanent placement of skilled individuals and teams in government and commercial work environments.

Phoenix Systems Inc.'s provides a full range of policy and procedure, pre- and post-award acquisition support, life-cycle management, and business process support services to our clients.

Pre-Award Support:

- Performance-Based Contracting;
- Acquisition Planning;
- Cost and Price Analysis; and
- Contract Development and Review.

Post-Award Support:

- Contract Administration;
- Contract Reconciliation; and
- Contract Closeout.

Life-Cycle Management:

- Program Management Support;

- Compliance Monitoring;
- Deliverable Monitoring; and
- Business Management.

Business Processes, Construction Management, Quality Control and Training:

- Management Consulting;
- Program and Project Management;
- Human Resources;
- Finance and Accounting;
- Data Processing;
- IT Support;
- Construction Management (CM);
- Quality Control; and
- Training.

4. Experience, Quality, and Value

Phoenix Systems Inc. has implemented a stringent quality control process that ensures our customers receive exceptional services and that our employees are performing in accordance with contractual terms and conditions.

It is this combination of experience and quality that creates value for our clients. They know that they are not simply getting the services that they are paying for, but the assurance of quality services that can only come from a quality oriented company.

5. Clients

Phoenix Systems Inc. has nearly a decade of experience in providing quality services to our clients. Our client list includes DOD agencies, civil agencies and commercial clients. Approximately 75% of Phoenix Systems Inc.'s contracts are with DOD agencies. Approximately 15% are with civil agencies and 10% are with commercial clients.

The following are just a few of Phoenix Systems Inc.'s clients.

Federal Government

- Department of Defense (DOD), Defense Contract Management Agency (DCMA)
- Department of Defense (DOD), Washington Headquarters Service (WHS)
- Department of the Army, Communications and Electronics Command (CECOM)
- Department of the Army, Deputy Assistant Secretary of the Army (DASA) Policy and Procurement (P&P)
- Department of the Army, DeWitt Army Hospital, Ft. Belvoir, Virginia

- Department of the Army, Walter Reed Army Medical Center, Washington, DC
- Department of the Army, Surface Deployment and Distribution Command (SDDC)
- Department of the Navy, United States Marine Corps Systems Command (MCSC)
- Department of the Navy, Naval Criminal Investigative Service (NCIS)
- Department of Homeland Security (DHS), United States Coast Guard (USCG)
- Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)
- Department of the Interior, National Business Center (NBC), Acquisition Services Directorate, GovWorks
- Department of Transportation (DOT), Federal Aviation Administration (FAA), eFAST MOA Holder
- Department of Transportation (DOT), Maritime Administration
- Department of Transportation (DOT), National Highway Traffic Safety Administration (NHTSA)
- General Services Administration (GSA)
- National Science Foundation (NSF), National Ecological Observatory Network (NEON)

Commercial

- Accenture, LLC
- Affiliated Computer Services, Inc. (ACS)
- ARTEL, Inc.
- Catapult Technology, Ltd.
- DFI International
- Gallup, Inc.
- Hubert Construction, LLC
- Perot Systems Corporation
- Serco
- The World Bank
- Verizon

6. Past Performance

Phoenix Systems Inc. has performed on numerous professional services contracts for government and commercial clients. The following table details just a few of the company's contracts:

**Phoenix Systems Inc.
Capability Statement**



Phoenix Systems Inc. Federal Government Experience		
Contract Type	Agency	Brief Description
Indefinite Delivery / Indefinite Quantity (IDIQ) – Firm Fixed Price	Washington Headquarters Service (WHS), Acquisition and Procurement Office	Provide pre-award and post-award acquisition support and administrative assistant support to WHS and their customers.
IDIQ – Time and Material	United States Army, Communications and Electronics Command (CECOM)	Provide pre-award and post-award acquisition support (procurement analyst) and management assistant support to the Assistant Secretary of the Army for Acquisition Logistics and Technology (ASAALT) and the Deputy Assistant Secretary of the Army: Policy and Procurement (DASA-P).
IDIQ – Fixed Price	United States Marine Corps Systems Command (MCSC)	<p>Provided pre-award and post-award acquisition support services including:</p> <ul style="list-style-type: none"> • Conducting market analysis and presenting findings and recommendations. • Developing work statements. • Developing sole source, waiver, and determination and findings documentation. • Supporting simplified acquisitions. • Authoring solicitations and accompanying documentation.
IDIQ – Firm Fixed Price	General Services Administration (GSA)	Provide office administrative services.
Time & Material	United States Department of Transportation (DOT) Maritime Administration	Provided pre-award and post-award acquisition support services.
IDIQ – Firm Fixed Price	United States Department of the Interior, National Business Center (NBC), Acquisition Services Directorate, GovWorks	<p>Provide policy and procedure administration support including:</p> <ul style="list-style-type: none"> • Develop, analyze, review, and write the procurement and assistance portions of the service's manual and procurement policy issuances. • Write reviews, summaries, reports, and position papers on a variety of



Phoenix Systems Inc. Federal Government Experience		
Contract Type	Agency	Brief Description
		topics. <ul style="list-style-type: none"> • Design, implement, and monitor large procurement management and operational systems.
Time & Material	Federal Emergency Management Agency (FEMA)	Provided acquisition support services for pre-award, post-award, and life-cycle management.

7. Teaming Partners

Phoenix Systems, Inc. is always looking for teaming partners that bring quality, value and functionality to the services we provide to our clients. Some recent teaming partners include:

- Davis-Paige Management Systems, LLC
- Infused Solutions
- Jefferson Consulting Group
- KT Consulting, Inc.
- MAIC, Inc.
- Strategic Collaborative Solutions, LLC

8. General Corporate Information

Phoenix Systems Inc. has performed on numerous Federal government contracts. The following is some of the information typically required for these contracts.

TIN: 522277876

DUNS: 148091254

CAGE Code: 398B6

NAICS Codes:

- 541214 – Payroll Services
- 541611 – Administrative Management and General Management Consulting Services
- 561110 – Office Administrative Services
- 561320 – Temporary Help Services

Standard Industrial Classification (SIC):

- 8742 - Management Consulting Services

9. Company Contact Information

Phoenix Systems Inc.

22636 Davis Drive, Suite 150

Sterling, VA 20164

Phone: 703-430-0098

Fax: 703-430-4859

Toll Free: 866-458-8978

Email: HRCustomerService@phoenixs-inc.com

Website: www.phoenixs-inc.com

10. eFAST Master Ordering Agreement (MOA)



Phoenix Systems Has Been Awarded an eFAST MOA Contract by the Federal Aviation

Administration (FAA) – The FAA awarded Phoenix Systems a seven-year Master Ordering Agreement

(MOA) under their Electronic FAA Accelerated and Simplified Tasks (eFAST) agency-wide contracting program. eFAST is the FAA's preferred small business professional and support services acquisition vehicle that enables long-term procurements for professional and support services. The combined ceiling for all MOAs over the contract period is \$2 Billion. Under the terms of the MOA Phoenix Systems can provide the FAA and other government agencies a variety of services in the Business Administration and Management Functional Area including:

- Accounting, Budgeting, & Finance;
- Acquisition & Procurement;
- Program Management;
- Marketing;
- Public Relations;
- Event Planning;
- Process Analysis;
- Application Content Management;
and
- Graphic Arts Services.