



# Calloway & Associates, Inc.

**Summary of Services:** Assistance and Advisory Services Specialist Providing Program and Project Management; Financial Management; Acquisition Management, Systems Engineering; and a Range of Other Technical Services such as Logistics, Environmental, or Research Support to Government and Commercial Customers. (Information Technology (IS/IA/IT) & GIS Graphics; Financial Accounting; Environmental, Natural Resources, Research; Infrastructure, Logistics, and Security Support; Administrative, Clerical, Case Support; Staff Augmentation an/or Temporary

Staffing; Assistance and Advisory Services, Logistics Support such as Information Technology and Health, Laboratory, Medical Equipment Product Supplier)

Started in 1985, a successful US Small Business Administration certified SDB and recently graduated from the SBA 8(a) program. We are also listed on federal contractor registry SAM for the following small business classifications including: SDB, VOSB, SDVOSB, WOSB, EDWOSB SMALL BUSINESS SERVING GOVERNMENT AND PRIVATE SECTOR CLIENTS "the CallowayWay". Call us toll-free at 877-860-4337 or at our NC Headquarters office at 919-844-5800. Website: [www.calloway-assoc.com](http://www.calloway-assoc.com)

A FORMER USAF VETERAN WHO IS A PROUD SERVICE DISABLED WOMAN VETERAN, MS. HELEN CALLOWAY, AS PRESIDENT AND CEO, LEADS A GROWING SERVICES AND PRODUCT SUPPLIER SMALL BUSINESS COMPANY THAT PROVIDES A DIVERSE SET OF SERVICES AND PRODUCTS TO GOVERNMENT AND TO PRIVATE SECTOR CUSTOMERS NATIONWIDE OR INTERNATIONALLY. WE CAN PROVIDE CONUS OR OCONUS SUPPORT FOR ALL OF OUR SERVICES AND PRODUCT OFFERINGS. WE ARE UNIQUE HAVING THE PROVEN ABILITY TO LOCATE AND PLACE THE RIGHT STAFF TO SUPPORT A WIDE RANGE OF SERVICES AND CUSTOMERS. OUR PROMISE IS TO GET IT RIGHT EVERY TIME, EVERY CONTRACT, EVERY PROJECT. OUR DEDICATED PROFESSIONAL MANAGEMENT AND NOW OVER 60 STAFF PRODUCE QUALITY DELIVERABLES AND REPORTS AT COST COMPETITIVE RATES. WE HAVE TWO FEDERAL AGENCY WIDE GSA SCHEDULE CONTRACTS: SCHEDULE 520 (FABS) AND SCHEDULE 736 (TAPS). WE ARE PLANNING APPLYING FOR MORE GSA SCHEDULES THIS YEAR INCLUDING THE GSA MOBIS, ENVIRONMENTAL, AND IT SERVICES SCHEDULES. WE ARE PRIME OR SERVE AS SUBCONTRACTORS/TEAM MEMBERS ON LARGE VALUE CONTRACTS SUCH AS: NAVY/SYSCOM (NAVY COMMANDS AND USMC "SEAPORT-E" MAS; NAVY NGEN AND USMC NCMi TRANSITION TO NGEN TEAM; NIH GWAC, AND A DEPT. OF VETERANS AFFAIRS T-4 ENTERPRISE SYSTEM CONTRACT AS A TEAM MEMBER, ETC. OUR PRODUCT SUPPLY INCLUDES IT, HEALTH & MEDICAL EQUIPMENT, MEDICAL SUPPLIES, AND LABORATORY SUPPLIES AND CHEMICALS. WE RECENTLY COMPLETED A ONE YEAR USMC ENVIRONMENTAL SERVICES CONTRACT WITH DELIVERABLES FOR 5 DIVERSE ENR SCOPE TASK ORDERS. WE HAVE CONTRACTOR STAFF CURRENTLY IN OVER 10 STATES AND SOON OUR PROJECT OFFICES WILL INCLUDE CONTRACT CYBER SECURITY STAFF IN SEVERAL MORE CONUS AND OCONUS LOCATIONS. CALLOWAY IS PRIMARILY A FEDERAL SECTOR ON-SITE SUPPORT CONTRACTOR BUT ALSO HAS COMMERCIAL AND FEDERAL OFFSITE CONTRACTOR CONTRACTS AS WELL.



- ✓ Approaching three decades in the consulting and staffing industry; > 70 staff nationwide
- ✓ Federal Sector Onsite Contractor Support Specialist (see federal Contracts Flier for listing)
- ✓ Subcontractor on one completed USARC SoS contract, and beginning a follow-on contract as a subcontractor June 1, 2014. Two year U.S. Army Reserve, MICC Ft. Bragg contract Survivor Outreach Support (SOS) Contract Supporting Army Reserve, Regular Army, & National Guard Installations Nationwide current subcontractor to 8(a)/SDB, SDVOSB, WOSB small business Strategy and Management Solutions (SAMS). Both subcontracts CALLOWAY provided (or will again provide) 9 FTE financial and family counselors nationwide on a 36 FTE on-site staff support contract that also includes American Samoa. On the prior subcontract CALLOWAY provided the staffing in Hawaii.
- ✓ Prime Contractor for: a GSA Schedule Task supplying 19 FTE staff to end user agency Dept of Veterans Affairs in Texas POP at two Texas VAMC hospitals; Seven (7) other GSA Schedule tasks as prime for end user agencies including DOJ, and Air Force Reserves National Guard, etc.
- ✓ Committed to the highest ethical standards, embracing military friendly hiring and diversity
- ✓ Dedicated to developing loyal business relationships through integrity, excellent staff and services, with reasonable rates
- ✓ Established QA/QC Plan and Health and Safety Plan
- ✓ Excellent employee benefits packages
- ✓ See our other available fliers on [www.calloway-assoc.com](http://www.calloway-assoc.com) HOME PAGE for more services details.



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Branch Office: 2750 14<sup>th</sup> Street NW, Suite 7 ~ Washington, DC 20009  
Satellite Office: 1969 Boni Facio Street, Suite 7 ~ Concord, CA 94520

**“CALLOWAY** IS A LEADING SMALL BUSINESS EXPERIENCED PROVIDING INFORMATION TECHNOLOGY & GIS GRAPHICS; FINANCIAL ACCOUNTING; ENVIRONMENTAL, NATURAL RESOURCES, RESEARCH; INFRASTRUCTURE, LOGISTICS, AND SECURITY SUPPORT; ADMINISTRATIVE, CLERICAL, CASE SUPPORT; STAFF AUGMENTATION, AND TEMPORARY STAFFING. CALLOWAY CURRENTLY HAS OVER 15 SERVICES FEDERAL CONTRACTS CURRENTLY AND OVER 8 CURRENT IT AND HEALTH, MEDICAL PRODUCTS SUPPLIER CONTRACTS WITH THE FEDERAL GOVERNMENT. ” [WWW.CALLOWAY-ASSOC.COM](http://WWW.CALLOWAY-ASSOC.COM)



## Program & Project Management

- Conduct data collection and analyses of management procedures
- Provide assistance with the program management of the hardware/software suppliers and field activities for the production line, including program tracking of cost/schedule/performance indicators, risk management, and review of critical path networks during production
- Analyze and recommend acquisition actions designated to accomplish overall program objectives for the production line
- Conduct cost, schedule, performance measurement management, contract, subcontract, and data management of the production line
- Conduct risk management analysis of hardware/software suppliers and field activities
- Conduct parts obsolescence research/recommendations for the production line
- Review Rough Order of Magnitude (ROMs), priced proposals, forward fit Engineering Change Proposals (ECP) and make recommendations for changes of specific products or programs
- Administrative and clerical support, program outreach and education, grief or financial case management and outreach to promote or sustain specific programs and missions within an agency
- Infrastructure or facilities maintenance and management support
- Logistics and environmental or health or benefits programs management support



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## Financial Management

- Conduct financial analyses on production engineering and logistics requirements to support production integration efforts and make recommendations on acquisition strategies; we provide certified financial planners and/or CPAs, financial analysts, and financial subject matter experts
- Provide services to include financial analyses of projected and actual Non-Recurring Engineering (NRE) and Engineering Change Request Processes and Costs or acquisitions, leased facilities or other real estate related issues (President is also a licensed NC Real Estate Broker)
- Costs for production integration efforts, logistics support strategies, and/or initial training
- Perform financial support services to include analyses of cost data and current burn rates against fiscal/funding constraints in support of production deliveries to include associated subsystems, ancillary equipment and support equipment
- Collect, compile, and analyze project, and cost data for production lines, processes, and programs such as systems engineering and logistics support
- Collect, input and edit financial data and information, Prepare standard and also complex financial and business related reports and documentation or support audits processes
- Compare and incorporate needed legacy systems data to reconcile financial accounting system information
- Collect and process payroll and other financial related administrative data and information; Track accounts, conduct day-to-day bookkeeping activities, prepare tax information or other annual reports
- Estimate costs of a wide variety of program types; Federal Agency or other government agencies and organizations as customers
- Commercial small to mid-sized business tax preparation and bookkeeping services



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## Acquisition Management & Planning Support

- Review and report on program(s) progress, procedures, and risks by listing alternatives in cost, schedule, technical performance, and current/future effect to critical path of the production or program progress
- Analyze and make feasibility determinations and recommendations of current and potential risks to production lines or programs by severity of current/future impact and urgency
- Review the causal factor(s) to identify possible mitigation opportunities, analysis of alternatives, and list options for suitable, cost effective strategies
- Review program metrics to assess changes in causal factors and the resultant change in predicted severity/probability of program impact to include the baseline assessment, implemented changes, and observed/ predicted change(s) in risk/program impacts
- Support federal scope both SOW or PWS development and contract management support
- Purchasing products for government agencies including acquisition logistical support
- Contractor Payment Systems development support
- Subject Matter Experts for a wide variety of technical and administrative disciplines



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## Systems Engineering and Other Technical Services

- Advisory and assistance services such as assisting with production of statements of work and specifications, regulatory or systems development compliance interpretation, technical documentation, white papers, outreach and education, training for programs, enterprise systems, financial systems, or environmental programs support
- Conduct analyses, make recommendations regarding parts obsolescence issues, and participate in Diminishing Manufacturing Spares Review Boards, etc.
- Analyze interface/integration requirements and documents for systems and forward fit system upgrades for program improvements
- Paralegal and cost forensics for case development support, executive to branch or department level administrative O&M support, computing center/data center and call center support, user support, surveys, clinical trials, etc.
- Make recommendations to the customer regarding programs, processes, documentation, hardware and software architecture, statistics, budget planning, system integration, COTS or model recommendations, and other technical support such as user or training materials development, O&M, annual software license renewals, permitting, licenses, or related supplier activities
- Subject Matter Experts of a variety conduct data gathering, data collection, lifecycle needs and requirements, technical support for the incorporation of production or related changes to support and sustain the customer's missions
- Develop recommendations and priority lists and implementation schedules in accordance with the production lines or program priorities, anticipate, and communicate potential schedule delays to the customer Support mitigation and planning efforts such as program guidance improvements, business improvements, management improvements, organizational or efficiency studies improvements, manpower assessments, environmental and natural resources, research support, studies support, GIS map production, financial reporting, acquisition planning, regulatory compliance, a variety of technical research programs and meetings or conference and briefings support



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# “CALLOWAY & ASSOCIATES, INC IS A LEADING SMALL BUSINESS

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**NAICS** are the “North American Industry Classification System” services codes used by the federal government to classify a business establishment for the purpose of government contracting and statistical analysis related to the U.S. business economy. Calloway is a successful federal government services provider, and also a products supplier as a certified CISCO wholesaler, Oracle reseller & other IT products as a wholesaler or reseller. Calloway is listed on SAMS federal contractor listing. Calloway’s primary NAICS is Other Financial Accounting Services and other Calloway secondary NAICS codes include:

- |   |   |
|---|---|
| 423430 Computer & Computer Peripheral Equipment     | 541612 Human Resources Consulting Services              |
| 511210 Software Publishers                          | 541613 Marketing Consulting                             |
| 518210 Data Processing, Hosting, & Related Services | 541614 Process, Physical Distribution, & Logistics      |
| 519190 All Other Information Services               | 541618 Other Management Consulting Services             |
| 531110 Lessors of Residential Buildings             | 541620 Environmental Consulting Services                |
| 531120 Lessors of Non-Residential Buildings         | 541690 Other Scientific & Technical Consulting          |
| 531190 Lessors of Other Real Estate Property        | 541711 R & D in Biotechnology                           |
| 531210 Offices of Real Estate Agents & Brokers      | 541712 R & D in Physical, Eng., & Life Sciences         |
| 531311 Residential Property Managers                | 541720 R & D in Social Sciences & Humanities            |
| 531312 Nonresidential Property Managers             | 541990 All Other Prof. Scientific, & Technical Services |
| 531390 Other Activities Related to Real Estate      | 561110 Office Administrative Services                   |
| 541110 Offices of Lawyers                           | 561210 Facilities Support Services                      |
| 541211 Offices of CPAs                              | 561320 Temporary Help Services                          |
| 541213 Tax Preparation Services                     | 561410 Document Preparation Services                    |
| 541214 Payroll Services                             | 561499 All Other Business Support Services              |
| 541219 Other Accounting Services (Primary NAICS)    | 561621 Security Systems (except locksmith)              |
| 541330 Engineering Support Services                 | 561720 Janitorial Services                              |
| 541380 Testing Laboratories                         | 561990 All Other Support Services                       |
| 541430 Graphics Design Services                     | 562910 Remediation Services                             |
| 541490 Other Specialized Design Services            | 611420 Computer Training                                |
| 541511 Custom Computer Programming Services         | 611430 Professional & Mgmt. Dev. Training               |
| 541512 Computer Systems Design Services             | 611699 All Other Misc. Schools & Instruction            |
| 541513 Computer Facilities Management Services      | 611710 Educational Support Services                     |
| 541519 Other Computer Related Services              | 624910 Other Individual & Family Services               |
| 541611 Adm. Mgmt. & General Mgmt. Consulting        |   |

Calloway began in 1985 currently Calloway is “small business classified” by the federal government and listed on SAM (federal contractor registry) as a successful SBA Approved SDB, VOSB, SDVOSB, WOSB, EDWOSB Small Business serving both government and private sector customers. Calloway graduated from the SBA 8(a) Program in February of 2014. “Calloway & Associates, Inc. is a military friendly employer and we are certified and listed on [www.vetbiz.gov](http://www.vetbiz.gov) as a certified service disabled veteran owned small business, and as a certified veteran owned small business. Company Identifier information includes DUNS: 008169919; and CAGE Code: 3YUF3. We are a state of NC Minority Owned small business supplier. Calloway is led by a proud woman USAF Service Disabled Veteran and is a Military Friendly Employer. Please see our accompanying specific fliers for more detail on our offered services such as IT and Enterprise Systems Services or Environmental Related Services, or our flier that lists current and/or recent examples of our Federal Contracts and Subcontracts. “Come grow with us “*the Calloway Way!*”



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