Corporate Capabilities Statement

A Minority, Women-Owned Firm Certified by the SBA as Small Disadvantaged Business (SDB) & Hubzone

Scope of Services

Acquisitions Management, Purchasing & Procurement

Program Management, Project Administration and Control

Administrative & Management Support Services

Small Business Certification Assistance

GSA Schedules Consulting

Primary NAIC Codes

541611 Administrative Management & General Management Consulting Services

541618 Other Management Consulting Services

561110 Office Administrative Services

561210 Facilities Support Services

561310 Employment Placement Agencies

561320 Temporary Help Services

611430 Professional & Management Development Training

Point of Contact:

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Davis Consulting, Inc. (DCI) is a small disadvantaged, hub-zone, woman-owned firm headquartered in Washington, D.C. We are a full service Management Consulting firm specializing in Acquisitions Management, Program Office Support and Administrative Support services.

Mission: To provide the Government and Industry with exceptional solutions to all their procurement needs.

Goal: Our goal is to provide knowledgeable, educated and experienced consultants capable of performing. To foster synergistic energy and professionalism at all times.

Acquisitions Management, Purchasing & Procurement (Government)

Pre-Award Phase: During the Pre-Award Phase in Acquisitions Management DCI personnel devise the solicitation using the most current and innovative procurement techniques while decreasing administration costs. We actively seek procurement mechanisms that will streamline the procurement process and cut-down on lead times, such as GSA Schedules and GWACS. We act as a liaison between the Program and the Contracting Officer (CO) to foster a good working relationship and mitigate issues. We prepare the contract, containing the Statement of Work and all applicable clauses. We ensure that the evaluation criteria and technical weights are assigned accordingly. We also, assist with technical, cost and past performance evaluation.

- Acquisition Strategy Development
- Acquisition Planning
- Market Research
- Contract Formation
- SOW Drafting/Review
- Solicitation Package Development
- GSA Schedule Procurement
- Past Performance Evaluation
- Source Selection
- Cost & Price Analysis
- Contract Negotiation/Pre-Negotiation Position and Memorandum (PNM)
- De-briefings/Pre-proposal Conferences
- Simplified Acquisition Procedures

Post-Award Phase: During the Post-Award Phase our acquisition consultants assist the Contracting Officer/Administrator by acting as a liaison between the CO and vendors. We perform Contracts Administration in accordance with FAR Part 42.302(a), prepare contract modifications to implement changes for services, supplies and equipment and track financials to include obligations, invoice payments and level-of-effort.

- Contracts Administration
- De-briefings
- Financial tracking
- Reconciliation of orders, payments & invoices
- Warranty Administration
- Modifications Processing
- Contract Closeout/ Archiving
- Award Distribution
- CO Representation (COR/COTR)
- Correspondence Preparation
- Policy/ Procedures Development

Contract Administration As part of our Contracts Administration service we effectively administer all contract types, to include FFP, T&M, ID/IQ, PBSC, FP/LOE, Hybrids, etc. The majority of our consultants are have advanced degrees and/or training with at least Five (5) or more years of experience.

- Cradle-to-Grave Contracts Management
- Performance Work Statements (PWS)
- Financial Tracking
- Ensure receipt of deliverables
- Modifications Processing
- Ensure that milestones are met
- Change Order Processing
- Day-to-day Contracts Administration

Contract Closeout: Closeouts are processed and archived in accordance with FAR Part 8.402. As part of our complete life cycle approach to managing contracts, we ensure that all of the customer's requirements have been met and that contractors have received all monies due to them, and ensure that all relevant records are efficiently and economically retained and eventually retired. We perform the following services:

- Identify current closeout process existing issues and/or difficulties
- Develop procedures consistent with the FAR and agency regulations
- Develop tracking systems/databases
- Perform closeout functions

Program Management, Project Administration and Control

Our program support personnel provide assistance to the Technical Officer, Business Manager and Acquisition Support personnel in managing the execution of their programs, the implementation of technical refresh, modification of program initiatives, resolution of technical issues, and justification of resources to successfully execute each program.

- Program Administration
- Budget Formulation
- Project Control
- Performance Monitoring
- Requirements Definition
- Schedule Management
- Market Research
- Statement of Work Development

Administrative & Management Support

Administrative Support: Our administrative support team is capable of ensuring a smooth running office. We specialize in the principle of organized and efficient office management practice. We are capable of performing anything from general office duties to providing executive assistance to your senior-level staff, including:

- Receptionist Services
- Administrative Assistant
- Data Entry
- Office Management
- Secretarial Support
- Policy & Procedures Development
- Filing/ Archiving
- Executive Assistant
- Mail Room Attendant
- Correspondence Preparation

Shanell S. Davis, CFCM, MA

Present Organization

Davis Consulting, Inc.

Current Position

President & CEO

Professional Experience

Principal Acquisition Consultant
Senior Acquisition Consultant/1102 Contract Specialist Client: USAID
Senior Acquisition Consultant/1102 Contract Specialist Client: USDA
Senior Acquisition Consultant Client: CCI
Acquisition Consultant/1102 Contract Specialist Client: DOJ/INS
Senior Contract Administrator SIGNAL Corporation
Contract Administrator ADT Security Service, Federal Systems Division
Procurement Technician USDA

Capabilities/ Accomplishments

Established a successful consulting practice which specializes in Acquisitions Management, Purchasing and Procurement, provides in-depth contract solutions at the senior management and executive level for large and small business and the Federal Government. Specialties include: GSA Schedule Consulting, risk assessment, contracts administration, pre- and post award support, project management and operational problem solving.

As an independent consultant for the Federal Government, I utilized my expertise of Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR) and Agency Acquisition Regulations (AAR) to direct the full range of Acquisitions Management, which includes: devising acquisition strategy, draft and finalizing Statements of Work (SOW), sole-source determinations, setting award criteria and factors: lowest price/ best value, Requests for Proposals/Quotes preparation, Blanket Purchase Agreements, review of offers upon receipt from contractor, determine competitive range, cost & price analysis, negotiation, risk assessment, source selection, technical evaluation reports, issuance of award, contract administration, debriefings, contractual modifications, incorporation of changes, exercise of options, investigation and resolution of contract delays, contractor performance appraisal, subcontractor surveillance, disposition of claims, contract closeout and Simplified Acquisitions Procedures.

Performed cradle-to-grave contracts management of all Commercial, Federal, State and Local Government Contracts. Draft, negotiate and finalize all contractual documents to include: cost & technical proposals, SOW, contracts, subcontracts, consulting, non-disclosure and teaming agreements. Bolstered proposal and financial activities with regards to cost estimates and profit & loss statements, the determination of appropriate personnel rates; the application of appropriate G&A, overhead, FCCOM and fee rates; the development of appropriate pricing for other direct costs; and the solicitation, coordination, and incorporation of subcontractor proposals. Managed proposal efforts, negotiated and administered contracts for complex IT equipment, professional services, software, and telecommunications with both civilian and military agencies.

Education

Master of Arts, Procurement & Acquisitions Management, (2003) Webster University
Master of Business Administration, (Candidate), Webster University.
Bachelor of Science, Psychology and Counseling. (2002) University of the District of Columbia
Certified Federal Contracts Manager, (2002) National Contract Management Association