

PAST PERFORMANCE

U.S. Attorney’s Office, Gulfport, MS

- KPS provides one Information Receptionist in support of the Office of the Attorney for the Southern District of Mississippi branch at Gulfport, MS. This Low Risk security position is required to receive and properly refer visitors and callers to the U.S. Attorney’s Office (USAO) and provide assistance in a professional and effective manner utilizing a general working knowledge of all functions and divisions of the District. The Information Receptionist will also provide clerical support to the office in various Administrative areas.

Contract Information:

- Contract Number - 11F-USA43-0034
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - November 2011 – November 2012 or 2087 Hours
- Contracting Officer - Marsha Shaw
- CO Phone Number - 601-973-2858

Department of Veterans Affairs, Shreveport, LA

- KPS provides a medical technician in support of the Supply Processing and Distribution Unit (SPD) of the Material Management Section of the Acquisition & Material Management Service at the Overton Brooks VA Medical Center, Shreveport, LA. This Low Risk security position is required to perform various services throughout the SPD Department which include but are not limited to Inventory and distribution of supplies, stock control and constant interactions and communicates with clinic and ward personnel.

Contract Information:

- Contract Number - VA667-000144
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - February 2010 – May 2010 or 960 Hours
- Contracting Officer - Brenda Russo
- CO Phone Number - 318-990-4737

Contract Extension:

- Contract Number - VA667-C-00192
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - August 16, 2010 – February 8, 2011 or 960 Hours
- Contracting Officer - Carolyn Sue Lee
- CO Phone Number - 318-990-5714

- KPS provides the Overton Brooks VA Medical Center with preparation services of medical records for shipment to the Records Center and Vault in Neosho, Missouri through the use

one contract employee. These services require a file clerk to work within the confines of the secured file room located at the Overton Brooks VA Medical Center. KPS has maintained and ensured the confidentiality of all patient information accessed for the purposes of providing the needed contracted services.

Contract Information:

- Contract Number - VA667-C90086
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - 11/12/2008-05/06/2009
- Option Period 1 - 960 Hours
- Contracting Officer - Carolyn Sue Lee
- CO Phone Number - 318-990-5714

Department of Veterans Affairs, St. Louis, MO

- KPS provides one Human Resources Assistant/Analyst to the Department of Veterans Affairs, Employee Education Resource Center (EERC) located at VA Medical Center, St. Louis. This position requires experience and knowledge of government human resources processes, policies, procedures, guidance, Code of Federal Regulations, United States Code. Our contract employee provides the needed assistance in the implementation of human resources programs/projects. In addition to Serving as the Point of Contact for the EES/VALU telework pilot which involves assuring documentation is accurate and complete, other responsibilities include answering routine questions and forwarding questions/issues to the appropriate authority.

Contract Information:

- Contract Number - VA-777-09-RQ-0199
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - Base Period: 960 Hours
- Option Period 1 - In Progress, 960 Hours
- Contracting Officer - Tom Curtner
- CO Phone Number - 314-894-6495
- Technical Representative - Janice Wilson
- TR Telephone - 314-894-5793

Naval Medical Center, Portsmouth, VA

- KPS provides the Patient Administration Department at the Naval Medical Center, Portsmouth, VA (NMCP) with a Healthcare Administrator. This on-site position requires duties to be performed in any various areas of NMCP, outlying Branch Medical Clinics, and operational Commands of the Atlantic Fleet. These duties include but are not limited to the identification and process improvement of workflow and access to care at the medical facility. This position serves under the administrative and professional direction of the Assistant Department Head of the Patient Administration department in accomplishing a range of management and supervisory functions to include planning, organizing, management of personnel, and other administrative functions to support the department.

Contract Information:

- Contract Number - N00183-09-F-0393
- Contract Type - T&M – Service Contract Act Conditions Apply



- Period of Performance - 08/24/2009-08/23/2010
- Contracting Officer - Keith Haskett
- CO Phone Number - 757-953-7571
- Technical Representative - Mary Kay Manning
- TR Telephone - 757-953-6098

Contract Extension:

- Contract Number - N00183-10-F-0423
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - 08/24/2010 – 08/23/2011
- Contracting Officer - Keith Haskett
- CO Phone Number - 757-953-7571
- Technical Representative - Mary Kay Manning
- TR Telephone - 757-953-6098

- KPS provides contract closeout, receipt control, and contracting service for the Contract Administration Division at the Naval Medical Center Portsmouth through the use of 2 contracted employees. These clerical and technical services include but are not limited to control and review of contract documents and reports; verifying/abstracting information contained in documents and reports; contacting various departments to get status of packages and expedite delivery; maintaining various contracting files, resolving a variety of discrepancies, or performing other similar work in support of Health Care Contracts and operations. These duties require a practical knowledge of procurement procedures, operations, regulations, and programs.

Contract Information:

- Contract Number - N00183-09-F-0309
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - 07/27/2009 – 07/26/2010
- Contracting Officer - Keith Haskett
- CO Phone Number - 757-953-7571
- Technical Representative - Cynthia Carpenter
- TR Telephone - 757-953-6059

Department of Energy

- KPS provides the Enterprise Training Services (ETS), Albuquerque Operations Center, supporting the Richland Operations Office and Office of River Protection (ORP) with on-site assistance with processing Federal civilian training actions through the use of one training coordinator. The training coordinator serves as a liaison for DOE Enterprise Training Services, Richland Operations Office and Office of River Protection (ORP) managers and employees and the Albuquerque Operations Center. This position requires frequent contact with Richland Operations Office and Office of River Protection (ORP) representatives to ensure needs of the organization are discussed and addressed, and that services are continually maintained. In addition, the training coordinator assists with conducting annual needs assessments and training development processes, as well as in identifying critical training needs. These duties require determining organizational, occupational, and individual needs using managerial and subject matter expert input and summary analysis of IDP data.



Contract Information:

- Contract Number - DE-AT06-09RL15081
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - 04/22/2009 - 05/21/2010
- Contracting Officer - Linda Jarnagin
- CO Phone Number - 509-376-4466
- Technical Representative - Jenifer Knittel
- TR Telephone - 509- 373-1046

- KPS provide the Richland Operations Office Human Resources Director with on-site assistance with processing Federal personnel actions through the use of one Administrative Assistant. The administrative assistant provided services in processing a range of Federal personnel actions. Examples of Personnel Actions support include but are not limited to preparing reports, providing required employment verification, and processing manually or electronically the Standard Form 50 and related forms and documents to affect the full range of personnel actions for SES, General Schedule, and Excepted Services. Additional responsibilities include maintaining on-line data in the DOE Corporate HR Information System (CHRIS) and any automated personnel subsystems to include, as needed, electronic interface with finance and OPM systems. These tasks require expert knowledge of rules and regulation governing processing personnel actions in the Federal Government.

Contract Information:

- Contract Number - DE-AD06-09RL 15062
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - Base Period: 03/01/2009 – 05/31/2009
- Option 1 - 06/01/2009-08/31/2009
- Contracting Officer - Linda Jarnagin
- CO Phone Number - 509-376-4466
- Technical Representative - Connie Pierce
- TR Telephone - 509-376-2891

United States Air Force, Ellsworth, SD

- KPS provides program support and information referral services for the Ellsworth AFB Airman and Family Readiness Center. This task requires knowledge of military family support and services, customer service and strong communication, and computer skills. Responsibilities include scheduling, problem solving and troubleshooting. This contract requires one person, Community Readiness Assistant. The skills required for this position such as scanning, filing, and administrative support as well as working with government documents and sensitive documents, meets with the skills and employee requirements of the statement of work.

Contract Information:

- Contract Number - FA4690-09-P-0022
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - Base Period: October 01, 2008-September 30, 2009
- Option Year 1 Exercised - October 19, 2009 – September 30, 2010
- Contracting Officer - Calvin L. Courtney
- CO Phone Number - 605-385-1732



- Technical Representative - Mark K. Jellerson
- TR Telephone - 605-385-1718

L-3 Communications/Titan, Charleston, SC

- KPS provides temporary services with a Subject Matter Expert 1- Business (Financial Analyst/Acquisitions Support) for L3 Communication’s Charleston office. Our contract requires strict familiarity and practical experience with Federal Government operations and a comprehensive knowledge of Federal Acquisition Regulation (FAR) and DOD procurement policies and procedures. This contract requires one person experienced with acquisition documentation, development testing criteria, development of corrective action systems, development of program monitoring approach, analysis of programs’ health, data collection and analysis, and development of cost estimates and program status reports.

Contract Information:

- Contract Number - 70SM000149
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - 200 Hours
- Contracting Officer - Letitia Nichols
- CO Phone Number - 757-671-2504
- Technical Representative - Sharon Oliver
- TR Phone Number - 843-725-3932

- KPS provided a Word Processor III- DoD cleared employee to provide technical writing, proposal support and graphics to L3 Communication’s Charleston office. Our contract required a highly motivated and flexible employee to work with the staff at L-3 as well as onsite with the SPAWAR customers

Contract Information:

- Contract Number -60JW002340
- Contract Type -T&M – Service Contract Act Conditions Apply
- Period of Performance -May 2008 – May 2009
- Contracting Officer -Jesse Washington
- CO Phone Number -767-671- 2509
- Technical Representative -Letitia Nichols
- TR Telephone -757-671-2504

United States Air Force, Charleston, SC

KPS began supporting the Department of Air Force at Charleston Air Force Base, South Carolina on October 1, 2006 as KPS Government Contracting, A Division of Charles Foster Co.

The contract asked for two people to support the Airman and Family Readiness Center at the 437th Contracting Squadron/LGCA.

- Front Desk – Manage Center
 - Make appointments for airmen and or their families with various counselors depending on the family need. Provide information and set-up training for



families exiting the Air Force, Deployment, or relocation. Extensive telephone and computer skills required along with a calming demeanor. Public Trust Clearance and CAC card required. Assist Discovery Center as needed.

- **Discovery Center – Computer Support**
 - Work with Airmen and families with various computer resources. Provide guidance on resume development, learning computer skills and overall computer help from writing to searching the internet. Responsibility includes maintaining computers, printers and library. In addition, serve as backup to the front desk during lunch or other times as necessary. Public Trust Clearance and CAC card required.

Contract Information:

- Contract Number - FA4418-07-P-0010
- Contract Type - T&M – Service Contract Act Conditions Apply
- Period of Performance - 10/1/ 2006 through 9/30/2007
- Option Year 1 Exercised - 10/1/2007 – 9/30/2008
- Contracting Officer - Jacqueline Brown
- CO Phone Number - 843-963-5166
- Technical Representative - Flora Hoss-Mason
- TR Phone Number - 843-963-4407

Day Consultants Inc.

- KPS was a subcontractor to Day Consultants Inc. 1293 Professional Drive, Suite D, Myrtle Beach, SC 29577 Phone: 843-626-6859 Fax: 843-650-1482, E-mail: Deborah.young@dayconi.com, MBE/WBE, 8(a), SDB, WOSB, Small Business, GSA Schedule # GS-07-F-5367R under BPA# HSTS03-06-A-ACQ910. Service Contract Act conditions apply – Fixed Labor Rate Contract.

Ms. Deborah Young, President and Owner of Day Consultants was awarded a contract with the Department of Homeland Security, Transportation Security Authority to provide administrative support to forty international airports in the United States.

KPS, as the subcontractor responded by providing Training Coordinators, Human Resource Specialists, Financial Specialists, Administrative Specialists, Administrative Assistants, Administrative Clerks and secretaries to Chicago O’Hare, Detroit Metropolitan, Charleston International, Southwest International, Fort Lauderdale International and Miami International airports.

- Day Consultants, Inc. prime was contracted to place 217 people of that total, KPS was responsible to place 47 people.
- Base Year 1 of the contract began 10/1/2006 and completed 9/30/2007. The contract value was \$1,749,806.06.
- Our contract was renewed for Option Year 1 which began 10/1/2007 completed on 9/30/2008. Contract value is \$1,225,598.40.
- Option Year 2, scheduled for 10/1/2008 through 9/30/2009 was not exercised due to funding issues within TSA

