

# CAPABILITY STATEMENT



12/26/2007

THE Downing Group

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# Capability Statement

## THE DOWNING GROUP

### ABOUT US

The Downing Group is an Information Technology consulting company committed to our clients and dedicated to the long-term success of our clients. It is our intent and purpose to provide quality consultative service while emphasizing teamwork during all phases of our projects and consulting engagements. We work with you to understand your business needs in order to deliver a solution that helps you achieve your business objectives.

André Downing started The Downing Group in 1992 and has, for 15 years, provided a variety of consultative services to various companies in and outside of St. Louis, Missouri.

### CORE VALUES AND MISSION

#### **Our Mission**

To help our clients utilize information technology more effectively by providing a full range of consulting services. These services consist of but are not limited to Networking Services, Training and Education, Web and Application Development, Project Manager, Help Desk Support, and Staff Augmentation. We enjoy growing relationships with our clients by being considered a “business partner”. ADC Consulting prides itself on our willingness to take significant leadership roles and responsibility for the success of projects and various assignments we perform.

#### **Core Values:**

The following core values underpin the company’s mission:

- Our primary focus will always be to deliver the best possible product and/or service for our client
- We will always provide timely and practical consultation based upon experience and industry best practices
- We are dedicate to ethical behavior and good corporate citizenship
- We believe that good teamwork drives success, regardless of whether it is our own team managing a project or whether we are part of a larger project group made up of other professionals and stakeholders
- We are creative in our approach to each project, ensuring each project is reviewed from a unique perspective
- We will add value for our clients. We will be affordable, endeavor to complete tasks on, and always communicate clearly and concisely our status within the overall project.

## FIRM PROFILE

<b>Date Company Began</b>	October 1992, State of MO
<b>Corporate Location</b>	9540 Indian Meadows, Suite 1 St. Louis, MO 63132-2138
<b>NAICS Codes:</b>	541511, 511210, 541512, 611420, 518210
<b>Demographics</b>	United States
<b>Authorized Representatives</b>	Albertina Clay-Downing, Pres Andre Downing, VP of Technology
<b>Federal I.D. Number:</b>	43-1740887
<b>DUNNS:</b>	053686106
<b>Insurance:</b>	\$1 Million Professional
<b>CAGE Code:</b>	4Y8RI



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## OUR SERVICES AND EXPERIENCE

### Project Management

We make use of project management and development techniques that have proven successful over time. We tailor a solution to your specific needs. We strive to support your decisions from project inception through implementation as well as on-going support.

Our leading edge Project Management concepts and strategies have helped many of our customers realize a fresh new approach – from small to very large, complex projects. We offer effective proven methodologies to align; integrate and deliver to companies and government agencies across all areas; to improve their abilities and to manage projects to improve the bottom-line.

Our consistent Project Management methodologies help to ensure mission-critical timelines are managed, project costs and risks are in control or reduced and to provide accurate reporting and accountability.

- Research
- Organization
- Business Analysis
- Documentation
- Budgeting
- Communication
- RUP Experience

### Solution Strategies

We provide leadership in managing cross-functional business solutions, developing IT strategies, designing information architectures and implementing business process redesign and organizational change management where applicable. Our goal is to help our clients by providing potentials for growth with every opportunity while adapting our style of project management to fit your business culture.

Our consultancy provides solutions in process and procedure implementation, networking services, training and education as well as custom software development.

### Training & Education

We've specialized in providing custom training solutions based upon our experience with developing one of the most comprehensive e-learning applications in the country: NetgLearning.com. This solution has provide a significant increase in corporations total learning solutions; from pre-learning assessments to online IT certifications. The core functionality of this application provides the ability to gather information to meet mission critical business objectives.

### Custom Application Development

From analysis and design through software testing and quality assurance, we develop and maintain project tracking that assist our clients in understanding the software development lifecycle. We invoke a modified version of IBM's Rational Unified Process Iterative approach to ensure we can always show levels of productivity on custom business software applications.

### **Full life-cycle capabilities**

Our state-of-the-art tools and techniques and our world-class teams enable The Downing Group to deliver business results from strategy through implementation and support.

### **Programmatic ability to implement**

We have experience developing major “industrial-strength” solutions on time and within budget

### **Attractive value points**

Our local delivery model, proven expertise and “no fluff” approach consistently deliver high value.

### **Accountability with client control**

The Downing Group takes responsibility for results and deliverables using the agile yet disciplined approach to guarantee rapid results; modified to operate within pre-existing client controls.

## **Systems Integration**

We leverage our application development experience with superior knowledge of integration strategies and business practices to effectively integrate your applications and improve your business process.

### **Integration Consultation**

We offer our clients a full sit down consultation that allows us to understand your business needs in order to provide a proposal to assist in the overall integration effort. This consultation guarantees no time is wasted on unnecessary costly errors in judgment; but gives both parties an opportunity to get an understanding of the goals associated with said project.

### **Integration Team**

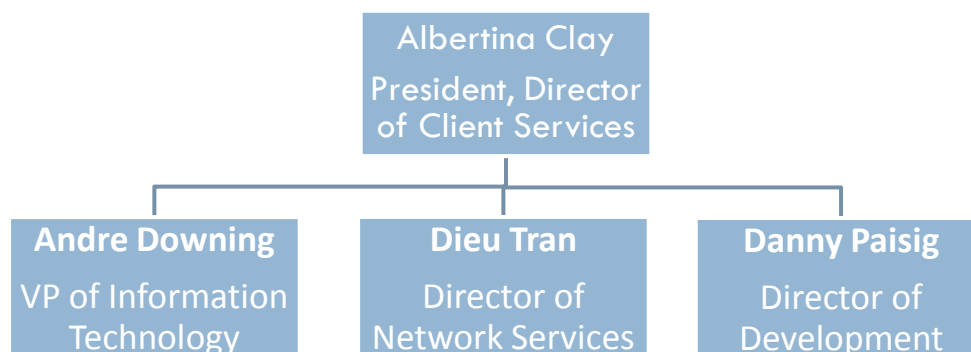
We build a team of our consultants and our client’s employees to enhance the success of the integration effort while maintaining the intellectual property contained with the experience of our client’s employees. By utilizing integration strategies as a point of reference the team can form a community whose aim it is to be successfully in integrating your critical business applications using good business judgment. The team will include, but will not be limited to, Project Managers, Application Programmers, Software Business Analysts, Database Administrators/Architects, and Network Administrators who all have one thing in common – customer success.

### **Business Intelligence**

As a part of our approach to system integration, we help you gain control of your operational data and work to transform you information assets into strategic value for your dynamic environment. We implemented solutions by partnering with business intelligence providers such as Business Objects and Information Builders.

## KEY PERSONNEL

### Organization Chart



#### **Albertina Clay**

Albertina has 15 years of educational experience providing learning management solutions for a variety of scholastic entities. She has served as president of operations for a not-for-profit organization and its clientele. She has shown leadership and creativity in the area of restructuring accounts payables and contract negotiations with service providers. Albertina’s execution of excellence makes her a prime source for handling all client management.

#### **Andre Downing**

With more than 17 years of Information Technology experience, Andre has shown extraordinary capability in problem analysis and troubleshooting to ensure a creative, cutting edge solution is provided to clients. With a proven track record that is marked by demonstrated ability to build teams and architect solutions to achieve interoperability across platforms, Andre stand ready to utilize his experience to guide the project in various capacities: program/project manager, technical direction; software and infrastructure architecture.

#### **Dieu Tran**

Dieu is primarily responsible for planning and performing IT general controls and Sarbanes Oxley control reviews varying by engagement (internal audit outsourcing or co-sourcing). This includes a variety of computer platforms, software applications, and networks. Reviews can focus on a wide range of technology-based operations such as security (logical and physical), continuity of operations, software development, disaster recovery, and general operations. As Director of Network Services it is important to ensure that we are not only sound for an infrastructure perspective but also in accordance with Sox.

#### **Danny Paisig**

Danny is an extraordinary developer and leader in ensuring that not only the programming efforts are consistent with industry standards but are in line with quality assurance policies and procedures.

## PRODUCTS & SOLUTIONS

### **Task Tracking**

Task Tracking is done in many different ways. Because project management is a series of technological and communication efforts, we've kept it simple by providing an application that strictly focuses on the tasks for any project. These tasks can be enveloped into any or multiple projects. Or they can serve as a to-do list for any individual utilizing the system. Its strength comes from combining with the Time Collection system to capture time at a task level.

### **Time Collection**

Whether you have hourly employees whose time you are tracking or whether you need to track time by project and task, our time collection system provides you with the flexibility of tracking down to 1/8<sup>th</sup> of an hour per employee. Time reporting provides the ability to not only report on the present but to report on the history of time recorded from the beginning of implementation.

### **Expenditure Request Tracking**

Capital Expenditure request and tracking for small to medium sized businesses is a costly endeavor. These requests are often tracked in Microsoft Excel, Access, or some off the shelf package that don't totally meet your needs. We developed an application we believe will change this by providing a workflow notification system of each request presented for approval.

## CONTACT US

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