



Capabilities Statement

Summary

Enterprise Services & Technologies, Inc. is a fast-growing provider of support services to organizations in the Federal government and private sector.

EST is dedicated to:

- ▶ Combining *innovative approaches* with *proven practices* to help organizations succeed.
- ▶ Maximizing the value of *every dollar* spent by our clients through careful application of technology and personnel.
- ▶ Working as a *partner* with our clients to help anticipate and meet the challenges of the future.

A woman-owned, minority-owned, 8(a)-certified small business, EST began operations in 2002 and is headquartered in the Washington, D.C. metropolitan area.

Service Areas

EST is highly experienced in managing complex interdisciplinary contracts in the areas of:

- ▶ Meeting and Event Management
- ▶ Internet Technology Services
- ▶ Technical Assistance
- ▶ Management and Administrative Support

Detailed lists of our **clients** and **capabilities** are shown on page 2 >>>

GSA Schedules

Federal organizations can quickly contract with EST for conference, event, and tradeshow planning services through GSA:

Schedule: 541 Advertising & Integrated Marketing Solutions (AIMS), SIN 541 4D, Conference, Events and Tradeshow Planning Services, Contract No. GS-07F-0133V

Contact Information

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Clients

- ▶ Administration on Developmental Disabilities, U.S. Department of Health and Human Services
- ▶ Office of Family Planning, U.S. Department of Health and Human Services
- ▶ U.S. Small Business Administration
- ▶ National Institutes of Health
- ▶ Internal Revenue Service, U.S. Department of Treasury
- ▶ Office of Naval Intelligence
- ▶ The Urban Institute
- ▶ Office of Population Affairs, U.S. Department of Health and Human Services

Detailed List of Capabilities

Conference and Event Management

- ▶ Event Planning
- ▶ Financial Management
- ▶ Site and Vendor Management
- ▶ Speaker/Consultant Coordination
- ▶ Event Marketing
- ▶ Event Registration
- ▶ Logistics
- ▶ Publications
- ▶ On-site Support
- ▶ Internet and Electronic Media
- ▶ Attendee Feedback
- ▶ Translation and Special Needs Requirements
- ▶ Teleconferences and Webinars

Technical Assistance

- ▶ Needs Analysis and Recommendations
- ▶ Consultant Recruitment and Management
- ▶ Outreach, including Hot Lines
- ▶ Clearinghouse Management
- ▶ Web-Based Audio/Video Broadcasts
- ▶ Media Development
- ▶ Development and Training in Grantee Performance-Based Outcome Measures

Internet-Based Systems Development

- ▶ Web Site Development
- ▶ Web-Based Information Management Systems
- ▶ Event Management Systems
- ▶ Document Management Systems

Management and Administrative Support

- ▶ Library Management
 - ▶ Grants Management Support
 - ▶ Records and Document Management
 - ▶ Editorial and Publications Services
 - ▶ Evaluation and Research
 - ▶ Strategic, Program and Action Planning
 - ▶ Process and Productivity Improvement Strategies
 - ▶ Organizational Assessment
 - ▶ Performance Measures and Indicators
 - ▶ Program Audits and Evaluation
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NAICS Codes

541611 - Administrative Management Consulting Services

561920 - Convention and Trade Show Organizers

541511 - Custom Computer Programming Services

541512 - Computer Systems Design Services

541519 - Other Computer Related Services

541612 - Human Resources Consulting Services

541613 - Marketing Consulting Services

541618 - Other Management Consulting Services

Experience Highlights

Large, Multi-City Event Management: Under a recently-awarded, five-year contract with the Internal Revenue Service, EST is providing the full range of event management services for the IRS Nationwide Tax Forums program, including registration, financial management, marketing, and exhibitor relations. The Forums will be held in six cities throughout the United States with more than 13,000 paid attendees expected. Dozens of companies will be renting space to exhibit at the forums, as well. EST also is responsible for developing and hosting web site that will feature online courses for credit based on selected Forum seminars.

Content Management System (CMS)-Based Web Site Development: For more sophisticated and complex information-driven web sites, EST is supporting clients by developing systems using Content Management System applications. This eliminates hard coding of web pages and allows information to be posted automatically via online forms. EST is skilled in developing systems using Drupal, PHP, and ASP.Net.

Technical Assistance: EST has made the assignment and management of technical assistance consultants an efficient process. EST has consultant rosters with hundreds of experts in relevant fields. To manage these consultants, EST developed automated systems that simplify selection, assignments, reporting, deliverable tracking, and payment. One system allows the client to match – online – their requirements with consultants' credentials and experience and select the best candidates. The system also allows online review and approval of consultant assignments, as well as expense report submission and tracking.

Grants Management Support: Using Webinars, conference calls, and more traditional methods, EST provides comprehensive support for grants management reviews, including document management, participant coordination, note-taking, and other critical support functions.
