

## CAPABILITY STATEMENT AQUISITION AND CONTRACT/IT SUPPORT SERVICES



### Company Profile:

- Alaska Native Village Corporation (ANC)
- SBA 8(a) Graduate
- SBA Small Disadvantaged Business
- Alaska DOT Disadvantaged Business Enterprise (DBE)
- DCAA Compliant Accounting System

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**NAICS:**  
541611  
**PSC:**  
R499

### CORE COMPETENCIES

- Cradle to Grave Contract Support Services
- Developing Acquisition Guidelines/SOP's
- Program Management
- Acquisition consulting
- Pre and Post -award document preparation
- Document Management

### OUR COMPETITIVE ADVANTAGE

- Lower Overhead and Competitive Pricing
- 1102 Experienced Personnel
- Subject Matter Experts (SME's)
- DCAA Compliant

### PAST PERFORMANCE



#### Office of the Assistant Secretary of the Army for Installations, Energy & Environment (OASA I,E&E)

**Performance Period:** September 2011 to Present  
**Place of Performance:** Ft. Belvoir, VA  
**Contract #:** W91ZLK-15-C-0005  
**Agency References:** Jeff Usavage, Contract Officer's Representative (703) 697-1359, DSN -227  
Email: jeffrey.l.usavage.civ@mail.mil



#### United States Army Contracting Command APG-ACC Division B

**Performance Period:** August 2015 to Present  
**Place of Performance:** Aberdeen Proving Ground, Maryland  
**Contract #:** W15P7T-15-C-0009  
**Agency References:** Anh Pena, Contract Officer Phone: 443-861-4982 E-mail: anh.h.pena.civ@mail.mil

SEE BACK PAGE FOR DETAIL ON SCOPES OF WORK

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## SUMMARY OF TASKS SUPPORTING THE SCOPES OF WORK

### **Contract/Acquisition Support Services (OASA, IE&E and APG-ACC)**

- Develop/Prepare Statements of Work (SOW) or Performance Work Statements (PWS)
- Assist with Source Selection Plans (SSP)
- Develop/Prepare Sections L&M Requests for Proposals (RFP)
- Develop/Prepare Quality Assurance Surveillance Plans (QASP)
- Prepare Independent Government Cost Estimates (IGCE)
- Conduct Market research, acquisition planning

### **Technology Application Support Services (APG-ACC)**

- Perform system analysis and implementation support for core functional business support applications
- Process re-engineering and adaption of information technology solutions in support of the acquisition/procurement processes and business intelligence development
- Support advanced data integration efforts, workflow, web development, and advanced Business Intelligence web-report development

## SPECIFIC TASKS SUPPORTING SCOPES OF WORK (OASA IE&E and APG-ACC)

### **Providing/Assisting:**

- With the development of acquisition strategies to meet Government socioeconomic goals for set-aside contracts
- Preparation of and presentation of acquisition documentation (e.g. project management plans, etc.) and briefing materials (i.e. PowerPoint presentations) as needed
- Training end-users on a variety of acquisition and procurement subject matter areas to include performance based contract management training
- Contractor performance monitoring and Quality Assurance/Control (QA/QC) research and advice
- Ad-hoc administrative or logistics support to the COR upon request to satisfy immediate requirements
- Reviews for contractor notifications and requests for consent to subcontract

### **Advising and assisting in:**

- Maintaining task order databases for modification and award fees
- Preparing, coordinating and issuing deliverable response letters
- Processing requests(s) for subcontract arrangement(s) from contractors, assist in maintaining subcontract status reports, and reviewing contractor subcontract reports
- Ensuring compliance with enterprise-wide policy and procedures
- Tracking GFP/GFI/GFE requirements; and efficiency of the office business and mission functions
- Development of small business outreach campaigns in an effort to expand the organization's ability to satisfy DOD, and U.S. Army small and/or socioeconomically-challenged business requirements

### **Conducting:**

- Contract or task order administration from award through close-out and archive
- Editing services or general quality inspections of acquisitions-related documents prepared either by the COR or senior contractor staff
- Incentive and award fee planning and execution

### **Developing/Facilitating:**

- Cost/price analysis reports on contractor's proposals
- Technical and price negotiation memoranda and other documentation associated with source selection