



## CAPABILITY STATEMENT

### ADMINISTRATIVE:

Legal Name: Spry Methods, Inc. ("Spry Methods")

Address: 1555 Wilson Blvd., Suite 320, Rosslyn, VA 22209

Phone: 703.600.7779

Business Size: Small Disadvantaged - 8(a) Certified

DUNS No.: 135174253

CAGE Code: Please reference CCR

NAICS Codes: 541611 Financial Management Support  
541219 Other Accounting Services  
541512 Information Technology Consulting  
541519 Other Computer Related Services  
541618 Management Consulting Services  
541990 Professional, Scientific & Technical Services  
561110 Office Administrative Services  
611430 Professional & Management Development Training

### COMPANY PROFILE:

Spry Methods is an 8(a) company providing Financial Management, Program Management, Information Technology, and Enterprise Resource Planning support services. Our customers include government and commercial entities. The Spry Team has a long history of providing financial management, program management, accounting, and information technology support services to the Strategic Systems Programs command of the Navy. Other representative projects include systems engineering for the Army (DIMHRS), Budget Formulation & Execution at DHS, systems integration for the Pentagon Renovation and PeopleSoft implementation for the U.S. Treasury. Commercial clients include Time, Inc., Solbright, Inc., Marsh McLennan & Companies, Scholastic Bookfairs, and Education Testing Services.

## **FINANCIAL MANAGEMENT SERVICES:**

- **COMPLIANCE & REPORTING**

Provide accounting support and assistance to ensure compliance with organizational reporting requirements related to the Chief Financial Officer's ("CFO") Act. Conduct research and analysis of documentation, including data calls and DoD directives concerning CFO related issues such as PP&E reporting, Stewardship Reporting, financial statement preparation and audit requirements. Collect, validate and consolidate data for final CFO reporting.

- **ASSET MANAGEMENT**

Provide asset management services, including operating a database, which reports on contingent liabilities, contract under-runs and over-runs.

- **FINANCIAL REVIEW**

Conduct financial reviews to identify potential sources of funds to assist in funding upward obligation adjustments for expired funds. Prepare and staff upward obligation requests for approval.

- **FUNDING & CONTRACT SUPPORT**

Prepare funding documents and contract modifications, and initiate them into financial management systems, monitor execution and billing status in accounting and payment systems.

- **RESEARCH & ANALYSIS**

Research and analyze DoD guidance relating to problem disbursements. Prepare monthly obligation reports.

- **BUDGET SUPPORT**

Support the generation and tracking of Program Objective Memoranda (POM/PR) Budget Exhibits and Selected Acquisition Reports (SAR).

- **FINANCIAL IT SERVICES**

Design and maintain automated accounting, documentation systems, and training programs. Manage software, develop code revisions, conduct platform needs analysis relating to local and wide area networks, perform IT studies, compare IT databases, develop specialized IT programs and reports.

## ENTERPRISE RESOURCE PLANNING SERVICES:

Spry Methods provides unmatched industry experience, product knowledge and proven consulting methodologies to meet complex business information requirements and to maximize the return on your software investment. Our industry/application certified consultants and proven methodology result in ERP project success.

- ***Technical Skills and Business Experience***

Our consultants are industry experts with years of real-world, business-related experience. These skills—when teamed with our vast array of cross-industry systems and technical expertise—combine to form a powerful and effective software ERP services resource. Our application design and project management expertise eliminates the trial and error method associated with many ERP projects —ensuring that your solutions are implemented efficiently and in a timely manner.

- ***Focused on Client Partnering***

Spry Methods consultants are committed to a methodology that centers on partnering with your staff at a level that is most appropriate for meeting your business requirements. This allows us to customize our approach to your needs by blending the business-specific knowledge held by your people with our own product and systems knowledge. We both meet our objectives in ERP project success.

- ***Our Methodology***

Every organization has its own set of unique business objectives, resources constraints and time frames. Spry Methods has discovered that a phase-by-phase approach with well-timed checkpoints is the best method for successfully implementing software at most organizations. There are six phases that should be followed to achieve maximum benefits from an enterprise application software solution. Within each phase, specific steps and integration checkpoints help ensure project cost and scope both remain on target.

## PLANNING

Executive buy-in is crucial to any ERP project. When upper management supports the project the ERP project success rate greatly improves. During the *Planning Phase*, you also must review and document internal business processes to determine if the processes should be revised in order to capitalize on the full potential of the solution.

Successful planning involves:

- Gaining executive buy-in
- Defining business processes
- Developing an initial project plan
- Analyzing requirements, risks and recommended solutions
- Reviewing technical requirements
- Developing a resource plan for installation, design, training and testing

## **ENTERPRISE RESOURCE PLANNING SERVICES (CONT.)**

### **ANALYSIS AND DESIGN**

During the Analysis and Design Phase, you should establish a team of key project subject matter experts to remain consistent throughout the entire ERP project. Team members will become experts on the Spry Methods approach and work closely with Spry Methods through the completion of the project.

Analysis and Design Phase steps include:

- Installing hardware and software
- Training the core project team
- Conducting a design session to match business process requirements
- Developing process flow and identifying process changes
- Developing a data migration plan

### **SETUP AND BUILD**

Once the Analysis and Design Phase is complete, the setup and build begins. The Setup and Build Phase provides detailed design documents, a detailed project plan and a list of any documented issues or risks.

The Setup and Build Phase involves:

- Configuration of the system functions
- Development of conversion utilities
- Development of integration utilities
- Build of custom functionality as needed

The Setup and Build Phase should result in:

- Well documented and unit tested conversion and integration utilities
- Well documented and unit tested custom functionality routines
- Test plan and scripts to ensure all business processes are properly executed

### **BUSINESS SIMULATION**

The Business Simulation Phase involves loading preliminary data to test newly defined business processes in preparation for cut-over to the new systems, functions and processes.

This phase involves:

- Testing new system functions and business practices and obtaining user acceptance
- Loading test data resulting from data migration and ensuring all data mapping is accurate and complete
- Testing the go-live, cut-over process
- Validating the database
- Training end-users
- Reviewing project plans and status

## **ENTERPRISE RESOURCE PLANNING SERVICES (CONT.)**

### **ROLL-OUT**

Your preparation pays off. After thorough planning, design and testing, the Roll-out Phase takes the ERP solution from formal testing to a live environment. During system roll-out, you're trained on the software solution and any remaining issues are resolved. Then, the solution is moved to the live processing step. The Roll-out Phase should deliver:

- Validation of processes and procedures
- End-user proficiency
- Verification of a contingency plan
- Live processing in the new applications

### **REVIEW**

Finally, the Review Phase enables our customers to become comfortable with the processes and the overall solution. It also provides our team members with opportunity to further analyze your operations to determine if further refinements can be made to the solution. Now, the entire solution should be assessed for optimal performance tuning. The Review Phase should deliver:

- A properly tuned system
- Formal recommendations to client management
- A high-level project plan for any future phases

### **OPERATIONS & MAINTENANCE**

- Report development and enhancement
- Software debugging and testing
- Patch and fix installation and testing
- System tuning and optimization

## **INFORMATION TECHNOLOGY SERVICES:**

### **ERP & COTS ADMINISTRATION SERVICES**

- PeopleSoft application installation and setup – Install, upgrade, and maintain PeopleSoft ERP applications including the setup of its associated web server application, application server, process scheduler and backend database.

### **RELATIONAL DATABASE MANAGEMENT SERVICES**

- Oracle and Microsoft database administration and custom software development – The installation, setup, and administration of relational database management system (RDBMS) on any hardware platform, and in various operating systems including all Major UNIX systems, and Microsoft Windows server.

## INFORMATION TECHNOLOGY SERVICES (CONT.)

### LAN INSTALLATION & MAINTENANCE SERVICE

- LAN installation and maintenance – Provide services for the analysis, installation and maintenance of Local Area Networks (LANs) including wiring, server sizing and configuration and workstation setup.

### LAN MONITORING & MANAGEMENT SERVICES

- LAN monitoring and management – Provide network management and monitoring for LANs and network devices, and services for network security.

### CUSTOM DEVELOPMENT & INTEGRATION SERVICES

- Custom web-based and client/server applications development utilizing Microsoft development tools and J2EE.

### IT QUALIFICATIONS:

EXPERIENCE & EXPERTISE	CONTRIBUTION TO CUSTOMER
<p style="text-align: center;"><b><i>Database Development</i></b></p> <p>Develop applications utilizing all versions of Microsoft databases and database connectivity:</p> <ul style="list-style-type: none"> <li>• Oracle</li> <li>• Microsoft SQL Server</li> <li>• ADO, ADO.NET</li> <li>• Microsoft Access</li> <li>• ODBC</li> <li>• DAO</li> </ul> <p style="text-align: center;"><b><i>Client/Server Development</i></b></p> <p>Develop client/server application utilizing the following Microsoft technologies:</p> <ul style="list-style-type: none"> <li>• Visual Basic</li> <li>• COM/COM+</li> <li>• Microsoft Transaction Server</li> <li>• DLL</li> </ul> <p style="text-align: center;"><b><i>Web-Based Application Development</i></b></p> <p>Develop thin client web based application architecture utilizing Microsoft development tools and technologies:</p> <ul style="list-style-type: none"> <li>• .NET Framework</li> <li>• C#, VB.NET</li> <li>• Java 1.5, JavaScript, JavaMail, VBScript</li> <li>• Struts 1.2, Spring 1.2, Hibernate 3, JSP</li> <li>• JBoss, Apache Tomcat, WebLogic 8.1, Websphere 5.0</li> <li>• Eclipse, JBuilder</li> <li>• ASP, ASP.NET</li> <li>• J2EE</li> <li>• Web Services</li> <li>• XML</li> <li>• JavaScript, VBScript</li> <li>• HTML, DHTML, CSS</li> <li>• COM/COM+</li> <li>• Microsoft Internet Information Server</li> </ul> <p style="text-align: center;"><b><i>Server Platform</i></b></p> <ul style="list-style-type: none"> <li>• MS Windows 2000 (Workstation, Server, Advance Server)</li> <li>• MS Windows 2003 (Server)</li> </ul>	<ul style="list-style-type: none"> <li>• Developed several applications utilizing the Oracle and MS SQL Server as the database to store and process information, tailored to fit various client business practices.</li> <li>• Developed an Access database to extract and store financial data to allow for customer to execute ad-hoc and summary quarterly report.</li> <li>• Develop several financial web-based applications using .NET framework.</li> <li>• Revamped multiple client/server applications into thin client web based applications to allow customer remote simpler access via the Internet and Intranet.</li> <li>• Developed web based application with mid-tier application utilizing COM and MS Transaction Server for increased performance and maintainability.</li> <li>• Developed a web service application to allow reusable component and streamline deployment.</li> <li>• Developed a client/server application to analyze and produce the annual United Kingdom (UK) Polaris/Trident program expenditure budget</li> </ul>