



An Information Technology Firm
Since 1974
Business Solutions / Staffing

***STATEMENT
OF
CAPABILITIES***

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About Us

Jefferson Associates, Inc. (JEFFERSON) was founded in Houston, Texas in 1974 and is located near the NASA/Johnson Space Center. The company specializes in providing **Technology, Business Solutions, and Contract Services** to government agencies, their prime contractors, and commercial clients.

Since our founding more than 30 years ago, our aggressive approach and strong commitment to clients has made us a local leader in our industry. Our commitment to professional development has attracted a highly qualified and dedicated staff, recognized for their skills and dedication. As such, we are a recognized, high performance Minority Business Enterprise (MBE) leader in and around Houston, Texas, having earned various awards, including the Minority/Women Business Enterprise (M/WBE) Contractor of the Year award from the City of Houston. We are also QISV certified and HUB qualified at the State of Texas. JEFFERSON is a proud member of the National Association of Computer Consultant Businesses (NACCB). NACCB is the only national association representing companies that specialize in providing highly skilled professionals to clients.

Our mission:

To provide clients with technology, business solutions and professional personnel leaving them time to do what they do best.

We focus our efforts on two distinct divisions within the company:

Professional Solutions Division

We solve business problems by using information technology.

Past projects have involved consulting, project management, internal audits, infrastructure upgrades, business case analysis, e-commerce initiatives, web site design and development, proposal development, system analysis and design, and training.

Staffing Services Division

We deliver the right person to the right place at the right time.

JEFFERSON has fulfilled this credo repeatedly over the years by delivering qualified, screened professionals to various industries.

- Information Technology
- Federal / State / Local Government
- Accounting/Financial

- Human Resources
- Engineering
- Healthcare

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Commitment to Quality

JEFFERSON has a firm commitment to achieving total **quality** in all aspects of our services. After all, our success to date is the direct result of our total commitment to satisfying customers. We combine management strength, technical expertise, and the breadth of our experience to respond to customer needs with high quality solutions and services. Based on customer's evaluation of our performance, we continuously improve our internal methods in order to maximize quality and customer satisfaction.

Experience

JEFFERSON Associates has a great deal of experience working on key projects in and around Houston, Texas. In fact, we have successfully performed many prime contracts that have had a dollar range of \$50,000 to \$15 million. Our role as contractor or subcontractor has been essential to the success of every one of these projects.

If you are seeking more information regarding how we can provide you with what we do best, just contact us at (281) 286-4000 or visit our website www.jefferson-usa.com for more information. Please see the attached pages for our reference list.

Client	Contract Description
<p>City of Houston Department of Planning & Development, Building Inspection Division</p> <p>2/97 - Present</p>	<p>Technical Consulting & Computer Services Support. Since 1989, JEFFERSON has provided system support, analysis, applications development, report generation, and training in support of the HP 3000/MPE XL systems for the Automated Building Permit, Plan Review, and Inspection Management System (ILMS). We developed system specifications to provide software enhancements to support Sign Administration and the Neighborhood Protection Programs. JEFFERSON also aids the department in the evaluation and procurement of hardware and software solutions. Highlighted below are some of the projects that we have supported:</p> <ul style="list-style-type: none"> • ILMS upgrades, database administration and high-volume report generation <ul style="list-style-type: none"> • Web-based solutions for on-line status and processing e-commerce transactions • LAN/WAN, Intranet/Extranet and Internet connectivity and support <ul style="list-style-type: none"> • Touch-tone telephone access with Interactive Voice Response (IVR) choices <ul style="list-style-type: none"> • Electronic forms • Advanced e-mail and automated fax integration • Remote PC access and field data collection <ul style="list-style-type: none"> • Decision support and data mining tools • Document Management and Workflow • Automated Time & Attendance, Inventory
<p>City of Houston Police / Unisys</p> <p>3/04 - Present</p>	<p>Strategic Information Planning – JEFFERSON subcontracted through Unisys to create a Strategic Information Plan for the Houston Police Department (HPD). A hypothesis-based method was used to assess technology work streams. Documentation of the 'As-Is' and 'To-Be' environments was created and validated through interviews and group workshops. The deliverables included the SIP and Task Delivery Orders to be implemented over the next 3-5 years.</p>
<p>City of Corpus Christi / PTI</p> <p>11/03 - Present</p>	<p>Wi-Fi Consulting. Corpus Christi, TX contracted with Public Technology, Inc. (PTI) and JEFFERSON to act as general contractor to implement a city-wide Automated Meter Reading (AMR) solution for both water and gas utilities. The AMR solution is intended to reduce meter reading and maintenance costs by allowing meter levels to be read by wireless technology rather than human interaction. The project is scheduled to be implemented over a five-year period.</p>

Client	Contract Description
<p>City of Houston 3-1-1 / DCSS</p> <p>10/03 - Present</p>	<p>Technology Consulting Services. JEFFERSON is currently providing technical resources to support DCSS and the City of Houston 3-1-1 Call Center. The environment is a large-scale integration of multi-vendor hardware and software products including Motorola's SunTRACK[®] Customer Service Request system, Genesys Telecommunications Laboratories CTI and call routing middleware, Avaya DEFINITY[®] PBX, Eyretel Ltd. call recording, Nxi TDD/TTY call solution, SYMON Communications, and custom client software from Unisys Corporation.</p>
<p>City of Houston/ Maximus Justice Solutions</p> <p>8/03 - Present</p>	<p>Technology Staffing Services. JEFFERSON is currently supporting Maximus as a subcontractor in the installation of a new Integrated Case Management System for the City of Houston[®] Municipal Courts. The environment includes Maximus CourtView[®] case management, Oracle, and VistaSG VisiFLOW[®] for document management and workflow. The scope of work includes data conversion, systems analysis, document scanning & indexing, training, documentation and administrative support.</p>
<p>Comensura/Enron</p> <p>3/02 – Present</p>	<p>Supply of Temporary Workers. JEFFERSON was contracted to work as a qualified staffing company to provide experienced temporary technology workers to Enron. We respond to job order requests in accordance with performance standards set by Comensura including the recruiting, interviewing, selecting and hiring of candidates. The JEFFERSON staffing process includes a detailed candidate profile to ensure the quality of each worker provided.</p>
<p>Texas Department of Transportation Information Services Division</p> <p>3/01 – Present</p>	<p>Technical Support Services. JEFFERSON was selected by the Texas Department of Transportation, Information Systems Division as their Tier One (primary) technical services vendor. Services are provided on a project-by-project basis and on a contracted full time basis. Technical areas support include:</p> <ul style="list-style-type: none"> • Data Entry and Desktop Publishing Operations • Network and System Administration • Microcomputer Support
<p>Department of Information Resources (DIR)</p> <p>6/02 – Present</p>	<p>Professional Staffing Services for Information Technology Projects. JEFFERSON was selected as a DIR Staffing Services Vendor to receive a services contract to provide professional staffing services in a variety of technology categories. DIR performs acquisition and ongoing contract administration tasks for state agencies, public institutions of higher education, local governments, and independent school districts in Texas. JEFFERSON responds to job order requests using several forms including vendor response, worker list (rates), worker acknowledgement, and worker references.</p>

Client	Contract Description
<p>Mercer Human Resource Consulting 10/03 – 11/03</p>	<p>Benefits Open Enrollment Training and Consulting. JEFFERSON supported Mercer with the Houston Independent School District (HISD) with paperless benefits open enrollment. HISD has over 28,000 who enrolled over the internet (WEB) or through an Interactive Voice Response System (IVR). JEFFERSON was responsible for resource hiring, scheduling, coordination, training and on-site management for up to 10 Benefits Experts. JEFFERSON's Benefit Experts conducted training sessions and provided on-site enrollment assistance</p>
<p>City of Houston - IT Department 7/03 – 8/03</p>	<p>Consulting / Systems Analysis. City of Houston IT department contracted JEFFERSON to perform systems analysis work and accomplish the following goals:</p> <ul style="list-style-type: none"> • Document the existing Online Ticket Payment System • Define the Functional and Technical requirements • Identify potential e-Commerce vendors
<p>Port of Houston Authority 6/03 – 7/03</p>	<p>Consulting and Systems Analysis. JEFFERSON was selected by the Port of Houston Authority to enable the full capabilities of the Inktomi search engine used to catalog and search network documents. Tasks included:</p> <ul style="list-style-type: none"> • Reviewing/Modifying Inktomi search engine administrative setup & settings. • Testing document search and retrieval from multiple user workstations. • Resolving network security issues as needed
<p>Houston Independent School District (HISD) 7/03 – 7/03</p>	<p>Internal Audit. JEFFERSON was contracted by the Houston Independent School District (HISD) to perform an audit on the ServiceMaster Management Services L.P. contract to determine the amount, if any, of compensation due to ServiceMaster through incentive pay. Our primary focus involved the review of the contract, internal administrative processes, and source documents for the Facilities, Maintenance, and Operations (FMO) contract.</p>
<p>MGT of America 6/03 – 6/03</p>	<p>RFP Requirements Development. JEFFERSON was subcontracted by MGT of America to assist in the development of a Request For Proposal (RFP) to provide outsourced custodial, maintenance and site (grounds) maintenance services for the Houston Independent School District (HISD).</p>
<p>Jefferson Wells International 1/03 – 6/03</p>	<p>Contract Audits. JEFFERSON was subcontracted by Jefferson Wells International to perform several audits to determine if the contracted parties were meeting the terms of their agreement. Activities included reviewing the contracts and other source documents to determine compliance for Accounts Payable cost recovery, Security employees, and Street sweeping contracts.</p>

Client	Contract Description
<p>Mercer Human Resource Consulting</p> <p>10/02 – 11/02</p>	<p>Benefits Open Enrollment Training and Consulting. JEFFERSON supported Mercer with the Houston Independent School District's (HISD) and Dallas (DISD) with paperless benefits open enrollment. HISD has over 28,000 and Dallas has over 22,000 employees who enrolled over the internet (WEB) or through an Interactive Voice Response System (IVR). JEFFERSON was responsible for resource hiring, scheduling, coordination, training and on-site management for up to 10 Benefits Experts. JEFFERSON's Benefit Experts conducted training sessions and provided on-site enrollment assistance.</p>
<p>City of Houston</p> <p>Planning & Development Department</p> <p>11/99 – 8/03</p>	<p>E-Commerce Web Site. The City of Houston engaged JEFFERSON to upgrade the design, content and functionality of their web site. This is a commerce-enabled web site that provides status information and accepts building permit applications and payment via the Internet. JEFFERSON provided experienced project management and programmers to successfully execute the project's requirements.</p>
<p>City of Houston</p> <p>Neighborhood Protection Division</p> <p>5/02 – 12/02</p>	<p>Process & Technology Assessment. JEFFERSON performed a process and technology assessment of the Department of Planning and Development's Neighborhood Protection Division. The outcome of Phase I work included documentation of 'as-is' processes, workflows and technology as well as detailed findings and recommendations for process improvement, organization improvement, and new technology to support NPD's future vision. The final report also contained a detailed business case to support our recommendations and industry 'best practice' information. A Phase II proposal is pending.</p>
<p>Arthur Andersen / City of Houston</p> <p>7/01 - 3/02</p>	<p>Technology Program Management. JEFFERSON supported Arthur Andersen to provide Technology Program Management services to the City of Houston's Information Technology Services Division (CIO's office). The scope of services included technology assessments, planning and implementation support. JEFFERSON has had a significant role in the following areas:</p> <ul style="list-style-type: none"> • Assessment of the City's core systems (Financial, HR/Payroll and Purchasing) <ul style="list-style-type: none"> • Development of the Technology Plan • Providing process and technology improvement analysis of City's payroll and time and attendance. • Development of high-level requirements definition for both payroll and automated time and attendance.

Client	Contract Description
<p>City of Houston, Municipal Courts</p> <p>2/01 - 2/02</p>	<p>Technical Project Management Services. JEFFERSON provided project management services to the City of Houston, Municipal Courts that included the development of project plans, functional and technical requirements definitions, test plan development, resource planning, and status reporting. Key projects supported include the Courts Case Management System, the Online Ticket Payment System; the Juvenile Tracking System, In-house Collections System, Handheld Ticket Writing System, upgrading infrastructure components, and redesigning the Courts website.</p>
<p>Enron Corp.</p> <p>2/01 - 12/01</p>	<p>IT Staffing Services. JEFFERSON has a Master Service agreement in place with Enron to provide contract, contract-to-hire and direct placement of IT personnel. JEFFERSON is working closely with Enron's recruitment team to staff hard to find, critical positions for infrastructure support, application development and e-commerce initiatives.</p>
<p>William Mercer/Houston Independent School District</p> <p>11/00 - 3/01</p>	<p>Benefits Open Enrollment Training and Consulting. JEFFERSON supported William Mercer with the Houston Independent School District's (HISD) first paperless benefits open enrollment. HISD has over 28,000 employees who enrolled for the first time over the internet (WEB) or through an Interactive Voice Response System (IVR). JEFFERSON was responsible for resource hiring, scheduling, coordination, training and on-site management for up to 20 Benefits Experts. JEFFERSON's Benefit Experts conducted training sessions and provided on-site enrollment assistance. In addition, JEFFERSON's team members provided call center support that included answering phone calls from HISD employees regarding their benefit elections and performing necessary research to respond to complex benefits questions.</p>
<p>City of Houston Human Resources Department</p> <p>9/98 - 8/02</p>	<p>Information Technology (IT) Staffing. JEFFERSON was selected as one of seven companies to provide contract technical personnel to City departments on an as-needed basis. This engagement requires that we respond timely to departmental requests for qualified technical professionals. We have developed a working knowledge of the City's primary applications, associated hardware, and software to better serve the client. JEFFERSON maintains an extensive database of skilled technical professionals categorized by education, skills and experience that is continually updated to maintain a ready source of qualified personnel.</p> <p>JEFFERSON has successfully re-competed for this contract two times. Of the selected companies awarded this contract, JEFFERSON has provided the largest number of IT professionals.</p>

Client	Contract Description
<p>EDS/City of Houston</p> <p>4/99 - 9/99</p>	<p>Year 2000 Audit. The City of Houston contracted with EDS to provide an independent verification and validation of the City of Houston's Y2K readiness. As a subcontractor to EDS, JEFFERSON provided experienced project management, subject matter experts and auditors to assist in performing these Y2K readiness audits. There were (11) different types of readiness audits performed throughout (18) City departments. Audit services included Physical walkthroughs, Witness Re-test, Automated assessment of application code, assessment of hardware and software, and departmental audits. Each audit service had a specific number of days in which the audit work had to be performed (e.g. 3 days, 4 days, 7 days). JEFFERSON's team members performed over 68 audits; all within the required number of days.</p>
<p>H.E. BUTT Grocery Company – Pantry Foods</p> <p>2/98 - 12/00</p>	<p>Custom System Development. The H.E. Butt Grocery company hired JEFFERSON to develop a proprietary meat pricing decision support information system. The system was developed to allow Meat Marketing Managers to gain accurate control over the retail pricing of meat products to maximize profits. The following modules were developed tested and deployed:</p> <ul style="list-style-type: none"> • Receiving Module • Pricing Module • Scheduler • Database Utilities <p>In addition, JEFFERSON provided system documentation, user manuals and training for the end users.</p>
<p>PeopleSoft/HISD</p> <p>3/99 - 9/99</p>	<p>Technical Consulting & Computer Services Support. JEFFERSON was engaged by PeopleSoft to implement a Human Resources/Benefits/Payroll Management System at the Houston Independent School District (HISD). JEFFERSON provided experienced PeopleSoft developers to perform data conversion, system analysis and varied implementation tasks.</p>
<p>Houston Independent School District (HISD)</p> <p>1/99 - 4/99</p>	<p>Information Technology Support Services. Houston Independent School District (HISD) implemented SAP Financials. In support of this implementation, JEFFERSON provided four (4) IT technicians to generate security scripts for SAP Financials. JEFFERSON completed this work effort ahead of schedule and under budget.</p>
<p>Houston Independent School District (HISD)</p> <p>12/98 - 2/99</p>	<p>Professional Technical Consulting Services. JEFFERSON provided application analysis to develop a data dictionary for the legacy HR/Payroll system. This data dictionary was used to support the data elements required for the new PeopleSoft HRMS. Developed programs to analyze completeness of data, validation of data, and report generation.</p>

Client	Contract Description
<p>American Management Systems/City of Houston</p> <p>11/97 - 2/99</p>	<p>Replacement and Upgrade of the City of Houston's Core Applications. As a subcontractor to American Management Systems, Inc. (AMS), JEFFERSON provided implementation assistance for the upgrade of the City's financial, payroll and human resources systems. In addition, we supported the complete replacement of the purchasing and inventory systems. JEFFERSON's skilled team of professionals designed and coded programs for conversion as well as developed interfaces and reports. Year 2000 analysis was also performed.</p>
<p>William Mercer/Houston Independent School District</p> <p>11/97 - 12/97</p>	<p>Benefits Open Enrollment Administrative and Call Center Services. As a sub-contractor to William Mercer, JEFFERSON provided project management, enrollment form processing and call center operators for HISD's benefits open enrollment. JEFFERSON was responsible for resource hire coordination, training and on-site management for up to 35 data entry operators and 6 call center operators. This project involved the following primary activities:</p> <ul style="list-style-type: none"> • Data entry of 25,000 employee enrollment elections • Enrollment form clean-up: communicating with participants on incomplete forms, entry of correction and/or changes and filing • Development of quality control procedures to ensure accurate input of benefit elections within strict timelines <p>Call center –answered phone calls from HISD employees regarding their benefit elections, performed necessary research to respond to complex questions with the carriers and /or HISD Benefit Administrators.</p>
<p>City of Houston Fire Department</p> <p>1/94 - 4/98</p>	<p>Document Imaging System. JEFFERSON provided a complete turnkey installation of the FYI Image and Document Management system which included: Analysis of the Department's records function and users access requirements to determine file/ folder indexes and security requirements; imaging hardware and software installation; Administrator and End user training and maintenance. The system currently supports 10 to 15 users with future plans to provide access for Fire station remote sites. JEFFERSON provides on-going support for software upgrades and maintenance.</p>
<p>IBM/Houston Independent School District</p> <p>4/95 - 4/96</p>	<p>Network Design and Integration. As a Sub-Contractor to IBM, JEFFERSON provides primary design requirements for the HISD Infrastructure Project to integrate all of the District's computing platforms into a common infrastructure running Microsoft Windows NT. These platforms include Macintosh desktops, DOS/Windows desktops, an IBM 4481 host, UNIX hosts and an IBM AS/400 host. JEFFERSON is responsible for network management of 270 sites, Internet access, security, E-Mail administration and the development of training plans.</p>

Client	Contract Description
<p>City of Houston Finance & Administration Dept., Inf. Services Division</p> <p>11/90 - 12/95</p>	<p>Technical Support for Finance & Administration Information Services Division. JEFFERSON provided to the Information Systems Division and end users systems integration services, enhancements, maintenance and general consultation for the Human Resources Systems (GHRM), Financial System (GFS), Advanced Purchasing and Inventory Control System (ADPICS) and Municipal Court System.</p>
<p>City of Houston Human Resources Department</p> <p>6/92 - 1/93</p>	<p>Document Imaging Systems. JEFFERSON provided a complete turnkey installation of the FYI Image and Document Management System, hardware installation, staff training, and maintenance. JEFFERSON designed and installed the Department's Local Area Network (LAN) and associated productivity tools. The network supported 100+ users in the areas of Personnel Records, Benefits, Worker's Compensation, Employee Grievances, Financial and Risk Management, and Administrative functions of the Director's Office.</p>
<p>American Management Systems/City of Houston</p> <p>4/91 - 2/93</p>	<p>Government Human Resource System GHRM Installation. Subcontractor to American Management Systems, Inc. (AMS) to install Government Human Resources application software. Designed and coded programs for conversion, interface, and report generation. Developed software modifications for GHRM enhancements, systems documentation, procedure manuals, and user guides.</p>
<p>KPMG Peat Marwick</p> <p>7/88-12/88</p>	<p>Purchasing / Inventory (ADPICS) Installation and Documentation Support. As a sub-contractor to Peat Marwick, JEFFERSON assisted in the installation of their integrated purchasing inventory system - ADPICS (Advanced Purchasing Inventory Control Systems). JEFFERSON programming assistance including the ADABAS conversion to ADPICS and the development of the "Time Line Analysis" utilizing CICS/Cobol. In addition, we provided consulting support on the interface to the Financial system. JEFFERSON also developed training and technical manuals.</p>
<p>IBM-FSD</p> <p>7/78-12/85</p>	<p>MCC GBSS Software Support Efforts. For this series of eight subcontracts, JEFFERSON provided Mission Control Center (MCC) Ground Based Computing and Data Processing System Software (GBSS) design, development, and implementation support under IBM's NASA contract NAS 9-16920. JEFFERSON performed all phases of software development for Space Shuttle flight verification and testing. This included requirements definition, preliminary design, critical design, coding, testing and customer acceptance. One of the key systems developed was the Software Checkout System (SWCO) that included more than 300,000 lines of code. This software system simulated the Space Shuttle vehicle, payloads, relay satellites, ground stations, launch and landing.</p>

Client	Contract Description
<p>IBM-FSD</p> <p>1/79-2/86</p>	<p>Shuttle Avionics Software Support. JEFFERSON performed computer programming, configuration management, use and maintenance of the AUTODOC system, primary Avionics software support, Downlist Processor and Display Format Generator support, memory size analysis, and system management and payload preprocessor support.</p>
<p>NASA/JSC</p> <p>6/1/82-5/31/87</p>	<p>JSC Crew Systems Division Support. Major task areas included:</p> <ul style="list-style-type: none"> • Software Testing • Management of software development process definition • Software design and implementation using Assembly and ADA languages • Development of data management systems to track data requirements • Development and implementation of procedures for monitoring and controlling GFE end items.
<p>NASA/JSC</p> <p>2/1/88-9/8/93</p>	<p>NASA/JSC Space Shuttle Program Office Support Service Effort (POSSE) JEFFERSON performed network installations and management, payload support (integration, optional services, and documentation support); budget support (operations analyses, configuration management); and Business Management Office administrative support (records management, software applications development, Publication, Resource Management).</p>
<p>NASA/JSC</p> <p>12/3/84-11/30/87</p>	<p>NASA/JSC NSTS Program Office Support. JEFFERSON performed efforts similar in nature and scope to this project, including network installations and management payload support (integration, optional services, and documentation support); budget support (operations analyses, configuration management); and Business Management Office administrative support, schedule management, and software applications development, Resource Management & Resource Utilization.</p> <p>During the term of this contract, JEFFERSON was recognized nationally by NASA and was presented with the prestigious NASA/JSC Public Service Group Achievement Award.</p>