

## Exceeding Expectations

WRI provides **capable, competent and committed** professionals with a wide range of knowledge and skills needed to deliver our services.



U.S. Small Business Administration



**Your Small Business Resource**

Wagner Resources, Inc.

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**Procurement Vehicles**

MOBIS  
Schedule 874  
#GS-10F-  
0234R

IT Schedule 70  
#GS-35F-  
0244X

GSA STARS II  
#GS-06F-  
1048Z

EPA BPA #EP-  
BPA-12-H-  
0003

**INTRODUCTION TO WAGNER RESOURCES, INC.**

Wagner Resources, Inc. was founded in 2003 on the principle of *Exceeding Expectations* - by providing capable, competent and committed professionals with a wide range of knowledge and skills needed to deliver our services. WRI provides a broad array of products and services in the areas of FOIA Support, Administrative Management, Budget and Finance Support, and Information Technology Services.

**CHECKLIST**

- ✓ Certified SBA Small Disadvantage Business
- ✓ Certified SBA 8(a) Firm
- ✓ Certified SBA 8(m) Firm
- ✓ Certified MBE/DBE Firm
- ✓ Top Secret Facilities Clearance
- ✓ Accept Government Credit Cards
- ✓ Certified Project Management Experts (PMP, ITIL, CISSP)

**WRI'S CORE COMPETENCIES**

**FOIA Support**

- ◆ Full-scope FOIA / Privacy Act processing
- ◆ Declassification review
- ◆ Records Management

**Finance and Budget Services**

- ◆ Budget – PPBE
- ◆ Budget – POM
- ◆ Accounting and Finance

**Administrative Management**

- ◆ Secretarial and Clerical Support
- ◆ Event Planning
- ◆ Record Management
- ◆ Paralegal Support
- ◆ Travel Management
- ◆ Federal Advisory Committee Support (FACA)

**IT Support**

- ◆ Software Application Development
- ◆ Software Development Support
- ◆ Infrastructure support and services



ITIL® Version 3

NAICS Code
541611 - General Management Consulting
541612 - Human Resource Consulting
541511 - Custom Computer & Software Development
611420 - Computer Training
561110 - Office Administration Services
561410 - Document Preparation Services
561499 - Other Business Support Services
541199 - All Other Legal Services
541990 - All Other Professional, Scientific, and Technical Services

## FOIA SUPPORT:


### We provide superior FOIA services in:


- ◆ Record Preparation
- ◆ Metadata Creation
- ◆ Digitization of Records
- ◆ Declassification Review
- ◆ FOIA/PA Case Preparation
- ◆ FOIA/PA Case Tracking


### We possess expertise in handling:

- ◆ Litigations
- ◆ Appeals
- ◆ Consultations
- ◆ Referrals
- ◆ Privacy Act Requests
- ◆ Vaughn Indices

### FOIA Support Past Performances

Client Name	Contract Title	Period Of Performance	Value
 US CENTCOM	Freedom of Information and Privacy Act Support Services	6/25/07 – 5/31/09	\$3.36M
		6/26/09 – 9/30/10	\$3.28M
		9/16/10 – 7/15/12	\$2.95M
Brief Description			
WRI provided end-to-end support to the USCENTCOM FOIA Office, including administration, tasking, full-scope case work, and final recommendation for release determination. WRI personnel supported the assessment, development and implementation of office policies, procedures, business processes, and general recommendations for increased efficiency and effectiveness. This contract effort was international, including support outside the Continental United States within contested areas of the Middle East.			

Client Name	Contract Title	Period Of Performance	Value
 US ARCENT	FOIA / Human Resource Support Services	10/01/08 – 10/14/11	\$667K
Brief Description			
WRI provided end-to-end support of the USARCENT FOIA Office. The scope of this contract included an on-going training efforts, continuous identification of procedural and process improvements, ad hoc and standardized report development and delivery. WRI personnel also provided direct support to the Plans and Policy division regarding FOIA policies, procedures and internal regulatory guidance.			

Client Name	Contract Title	Period Of Performance	Value
 WHS DFOIPO	FOIA / Legal Analytical Services	09/20/10 – 09/19/11	\$954K
Brief Description			
As a subcontractor to Sullivan Cove Consultants, WRI provided technical and implementation support to DFOIPO in its processing of documents for all Freedom of Information Act (FOIA) lawsuits for the OSD/JS, and providing litigation support and assistance. WRI personnel supported DFOIPO in document search, document review, agency coordination, draft correspondence preparation, document/information release recommendations and preparation of declarations and indices for the courts.			

**ADMINISTRATION SERVICES:**

**Secretarial and Clerical Support**

- ◆ Answering and screening Calls
- ◆ Maintaining and organizing files
- ◆ Scanning, mailing, receiving, and shipping documents
- ◆ Make travel and meeting arrangements
- ◆ Knowledgeable in Microsoft Office Suite

**Event Planning**

- ◆ Agenda Preparation
- ◆ Facilitation
- ◆ Note-taking/Transcription
- ◆ Site Visits
- ◆ Venue Selection
- ◆ Event Marketing
- ◆ A/V Purchasing/Set-up

**Record Management**

- ◆ NARA-compliance
- ◆ Records Disposition
- ◆ Records Storage
- ◆ File Room Operations

**Paralegal Support**

- ◆ Legal research
- ◆ Case Processing
- ◆ Discovery, Trial, and Exhibits
- ◆ Mediation and Settlement
- ◆ Transcription


**Travel Management**

- ◆ Defense Travel System (DTS)
- ◆ GovTrip
- ◆ Fed Travel

**Federal Advisory Committee Support (FACA)**


- ◆ GSA annual FACA report
- ◆ FACA-compliant records management
- ◆ FAA Business Meeting Stand-up

**Administration Services Past Performances**

Client Name	Contract Title	Period Of Performance	Value
 DoD Recovering Warrior Task Force	Administration, Ops, and Budget Services for RWTF	10/01/10 – 09/30/11	\$1.07M
		10/01/11 – 09/30/14	\$3.67M

**Brief Description**

WRI is currently supporting the administration and logistics of the Recovering Warrior Task Force (RWTF) mission to evaluate the effectiveness of and make recommendations to current Wounded Warriors policies and programs. WRI plans and executes annual Federal Committee meetings, annual military installation visits, and annual stakeholder meetings. WRI also performs records management and control, website creation and control, budget oversight, and creation of the RWTF Annual Report to the Secretary of Defense.

Client Name	Contract Title	Period Of Performance	Value
 Department of Health and Human Services	Case Management and Reporting	09/30/08 – 09/28/10	\$367K

**Brief Description**

WRI administrative and legal personnel developed, implemented, and maintained policies, procedures, tools, and protocols for: communications, including telephone, email, website development, and US postal mail; efficient and effective case management, including case processing, review and resolution; and effective case tracking and reporting.

## Budget and Finance Support:

### Budget – PPBE

- ◆ Information Gathering
- ◆ Cost Estimation
- ◆ Decision Analysis
- ◆ Resource Optimization
- ◆ Risk Management
- ◆ Performance Measurement


### Budget – POM


- ◆ Full Scope POM Support including
  - Statement of Work Preparation
  - Resources Allocation
  - Management Approach
- ◆ POM Record Maintenance
- ◆ POM Periodic Inspections

### Finance and Accounting

- ◆ General Ledger Entry and Maintenance
- ◆ Financial Statement Audits
- ◆ Tax Planning and Federal Compliance
- ◆ Expenditure and Reimbursement Review
- ◆ F&A Staff Training and Guidance
- ◆ Support all end-of-fiscal-year close out activities

## Budget and Finance Support Services Past Performances

Client Name	Contract Title	Period Of Performance	Value
Washington Headquarters Service 	Program Planning and Budgeting Execution (PPBE) Process Support	09/28/09 – 06/27/10	\$220K
		06/28/10 – 06/27/12	\$661K
<b>Brief Description</b>			
WRI provided WHS with reliable and trustworthy business analyses, administrative and technical support to satisfy the emergent needs of WHS/FMD during each phase of its Program Planning and Budgeting Execution (PPBE) process. WRI developed management evaluation plans, processes, procedures, and methodology. WRI also provided management consulting on cost estimation, decision analysis, resource optimization, performance measurement, and risk management.			


Client Name	Contract Title	Period Of Performance	Value
Washington Headquarters Services 	Financial Management and Accounting	08/27/08 – 9/26/08	\$116K
<b>Brief Description</b>			
WRI supported WHS's Financial Management Directorate in performing end of fiscal year close out activities. WRI's experience team provided guidance and training to F&A staff, ensured all accounting records pass all DFAS edits and controls, executed and reviewed trial balance reports and audit reports, reviewed all reimbursable and expenditure activities, reviewed property code for investment appropriations, and ensured accuracy of entries in the general ledger.			



### IT Services:

- ◆ Provide dedicated Program and Project Management
  - program initiation, planning, execution, control, and close out
- ◆ ASP.NET
- ◆ SQL Server / Oracle or other conventional database interfaces
- ◆ SQL Server Reporting Services and Migration
  - capable of utilizing third party reporting tools, or providing custom development of reporting needs
- ◆ Service Oriented Architecture (SOA)
- ◆ Spiral Development Methodology
- ◆ Incremental functionality design, development, and implementation
- ◆ Integration of User Testing, Quality Assurance, and Production Rollout Cycles
- ◆ Provide Infrastructure Support and Services
- ◆ Provide Software Development Support Services


Product




**Delta Core is a web-based application designed to automate Workers Compensation Claims and Safety and Health Incident reporting for government agencies and commercial businesses. Delta Core automates the traditional paper process in order to ensure:**

- ◆ **Timely and Accurate claim filing**
- ◆ **Increased oversight and visibility of injury and incident reporting**
- ◆ **Direct communication with the Office of Workers Compensation Programs at Department of Labor**
- ◆ **More effective and efficient reporting on the President's S.H.A.R.E. goals for Workers' Compensation and Safety and Health Offices**

### IT Support Past Performances

Client Name	Contract Title	Period Of Performance	Value
USDA Forest Service 	Delta Core Software License, Assistance, and Integration	09/29/09 – 06/29/11	\$1.24M
<b>Brief Description</b>			
WRI provided a WRI-developed Pilot Delta Core software application license and assistance in integrating the Delta Core functionality with the Forest Service Safety and Health Information Management Portal System (SHIPS). Support included the ability to develop and integrate web-based training portal, internal messaging, and online help functionality. Support is focused on training and communications to improve functional area knowledge and effectiveness.			

Client Name	Contract Title	Period Of Performance	Value
USDA Forest Service 	Delta Core Software License, Assistance, and Integration	09/01/11 – 08/31/12	\$249K
<b>Brief Description</b>			
WRI licensed Delta Core software application to the USDA Forest Service to provide a robust Worker Compensation Management capability through integration with other operational elements of the agency's Human Resources Information System (HRIS). Delta Core enabled timely and accurate reporting of working compensation, while enhancing communication among these five HRIS elements: SHIPS, single sign-on Dashboard, NFC personnel and payroll databases, FS e-mail system, and Paycheck8.			

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**Wagner Resources, Inc. Business Information**

Headquarters Address:

610 Professional Dr. Ste 230  
Gaithersburg, MD 20879-3413

Corporate Information

DUNS: 141737614  
CAGE: 3R4S1  
Hours of Operation: 8:00 am – 6:00pm  
Top Secret Facility Clearance

Point of Contact:

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Development  
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Email: [jcarter@wagner-resources.com](mailto:jcarter@wagner-resources.com)

Business Classification:

SBA 8(a)/SDB Certified Business  
8(a) program #110998  
MBE Certified Business  
Certification Number: 05-013  
Expiration Date: 05/23/2013  
WSSC SLBE  
Expires: 11/30/2014

Current GSA Schedules:

Schedule 874 – SIN 874 1 and 2  
GS-10F-0234R  
Expires 03/20/2015  
IT Schedule 70 – SIN 132 51  
GS-35F-0244X  
Expires 02/23/2016  
Stars II – Constellation I  
GS-06F-1048Z  
Expires 08/21/2016

Other Procurement Vehicles:

EPA BPA #EP-BPA-12-H-0003  
Expires: 10/31/2014

