

Softek Services, Inc. is a leading provider of high quality, results-driven information technology services. Founded in 1988 and headquartered in Washington, D.C., we focus on bringing people and processes together by providing software development, training, and management services. Our mission is to enhance efficiency and maximize technology investments through automation and training.

Software Development and Engineering

Softek applies our proven methodology to support our customers' missions and streamline operations by creating new applications or by modernizing legacy applications using the latest technology.

- Database and Applications Development
- Web Application Development
- Data Warehouse Solutions
- Mobile Applications
- Portals and Dashboards Solutions
- Automated Workflow Solutions

Curriculum Development and Training

Softek creates and delivers training that motivates, educates, and inspires. Our expertise with Microsoft, Adobe, and other emerging technologies demonstrates a comprehensive set of capabilities essential to today's dynamic training environment.

- Training and Assessment Strategy
- Instructional Systems Design
- Curriculum and Materials Development
- Instructor-Led Classroom and Virtual Delivery
- Web-Based Learning Development and Delivery
- Online Help, CBTs and e-Learning Development
- Learning Management Systems

Program and Project Management Support

Softek offers management support to ensure successful results that meet business requirements, are delivered on schedule and within budget, and meet expected business value and return on investment. We provide the people and tools needed to initiate, plan, execute, control, monitor and close your projects to achieve the final project goal.

- Management Strategy Development
- Program Monitoring and Control
- Project Management Standard and Procedures Development
- Project Management Training
- Process Improvement
- Integration Management
- Scope and Requirement Management
- Change Management

CERTIFICATIONS

- **8(a) Certified through June 2025**
- Small Disadvantaged Business (SBD)
- Economically Disadvantaged Woman Owned Small Business (EDWOSB)
- Woman Owned Small Business (WOSB)

CONTRACT VEHICLES

GSA IT Schedule 70: GS-35F-0413Y
SINs 132-50 and 132-51

PRIMARY NAICS CODES

- 541000 Professional, Scientific, and Technical Services
- 541511 Custom Computer Programming Services
- 541512 Computer Systems Design Services
- 541519 Other Computer Related Services
- 518210 Data Processing, Hosting, and Related Services
- 541611 Administrative Management and General Management Consulting Services
- 541690 Other Scientific and Technical Consulting Services
- 611420 Computer Training
- 611430 Professional and Management Development Training
- 611710 Educational Support Services

PARTIAL CLIENT LIST FOR 2016

U.S. Agency for International Development	Bernstein Management Corporation
U.S. Citizenship and Immigration Services	Black Box Network Services
U.S. Committee for Refugees and Immigrants	Cassaday & Company, Inc.
U.S. Customs and Border Protection: Training and Development	Center for Applied Linguistics
U.S. Department of Commerce	Ciracom
U.S. Department of Education	Communications Engineering, Inc.
U.S. Department of Health and Human Services - NIH	Connective Tissue Oncology Society
U.S. Department of Homeland Security	Consumer Technology Association
U.S. Department of Housing and Urban Development	Danya International, Inc.
U.S. Department of Justice - Civil Rights Division	Envision
U.S. Department of Justice - Office of Inspector General	Equal Justice Works
U.S. Department of State	Georgetown University
U.S. Department of the Treasury: OCC	Hemsley Fraser Group Ltd
U.S. Department of Veterans Affairs	Henry Jackson Foundation
U.S. Environmental Protection Agency	Home Builders Institute
U.S. Marshals Service	Homeland Security Solutions, Inc.
U.S. Naval Reactors - Washington Navy Yard	Horatio Alger Association
U.S. Office of Personnel Management	International Finance Corporation
Bureau of Indian Affairs	International Food Policy Research Institute
Bureau of Labor Statistics	Jack Morton Worldwide
Centers for Disease Control and Prevention	Jhpiego Corporation
Food and Drug Administration	JRC Integrated Systems Inc.
General Services Administration	Kearney & Company
Legal Services Corporation	Kellogg, Huber, Hansen, Todd, Evans & Figel, P.L.L.C.
MACPAC	Lockheed Martin Corporation
Naval Air Station Patuxent River-Education and Training Office	Mark G. Anderson Consultants
Office of the U.S. Trade Representative	Mid-Atlantic Association of Community Health Centers
Office of the Under Secretary of Defense for Policy	National Highway Traffic Safety Administration
Peace Corps	National Petroleum Council
Small Business Administration	Nenana City Public School
Transportation Security Administration	NxtTeam, Inc.
	Prince William County Government
AFL-CIO	Progressive Life Center
AINS	Public Media Distribution LLC dba PBS Distribution
American Academy of Ophthalmology	RAFFA, P.C.
American Academy of Pediatrics	Sands Capital Management, LLC
American Bankers Association	SEIU Funds
American Gastroenterological Association	Sentara Martha Jefferson Hospital
American Psychological Association	Stafford County Government
American Red Cross	The Autism Exchange
American Society of Anesthesiologists	The Brookings Institution
Arlington County, Virginia	The World Bank
Aspen Institute	Three Crowns
Association of American Medical Colleges	Valcourt Building Services
Avnet Academy	Verizon

CURRICULUM DEVELOPMENT AND TRAINING

Softek creates and delivers training that motivates, educates, and inspires. Standard and custom instructor-led training classes are offered on a variety of desktop applications:

- Excel
- Access
- Word
- PowerPoint
- Outlook
- Project
- Power BI
- Tableau
- Publisher
- Visio
- OneNote
- Captivate
- SharePoint
- Crystal Reports
- SQL Querying
- Windows 10
- Google Apps
- HTML
- Office 365
- Acrobat
- InDesign
- Dreamweaver
- Photoshop
- Illustrator
- What's New in MS Office 2016
- Excel VBA Macro Programming
- Access VBA Macro Programming
- WordPerfect to Word
- Making Files 508 Compliant
- PMP & CISSP Preparation Classes

Clients can schedule private group classes at their location or Softek's facility or enroll students in regularly scheduled public classes. Our training programs will increase efficiency, improve performance, and build capacity.



Softek designed, developed, and currently teaches, a series of custom 3-hour courses geared for computer information worker skills development for the World Bank. Softek gathered World Bank-specific files and examples, formulated the course objectives, wrote the training guides, and created the accompanying quick reference guides.



Regularly conduct group training classes at BLS's facility for groups of 6 to 20 employees. Classes have been conducted on all levels of Excel, Word, PowerPoint, Outlook, Access, Windows 7, Project, SharePoint, and Excel VBA.



Conducted a series of Excel Introduction, Intermediate and Advanced training classes for OPM. Q&A days were also scheduled to help students review topics covered and apply what they have learned to their specific projects.



Assisted BEA with their transition to Windows 7 and Office 365. Scheduled a variety of classes at BEA's facility and Softek's training center.



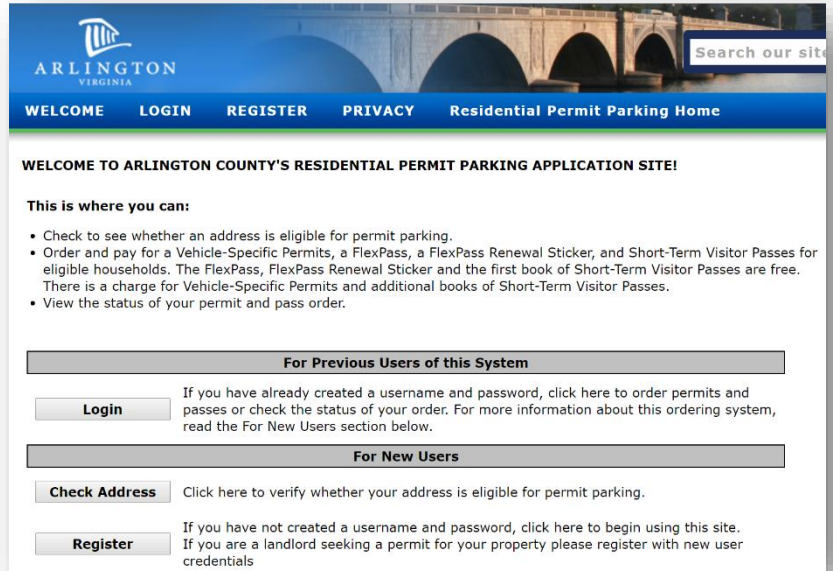
Hosted a Making Your Files 508 Compliant class at Softek to teach Department of Education personnel essential skills necessary to work with Microsoft Word, PowerPoint, Excel, and Adobe PDF files to make them 508 compliant.

SOFTWARE DEVELOPMENT AND ENGINEERING

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Residential Permit Parking Program

- Residential Permit Parking Program (RPPP) was developed as part of Arlington County’s Master Transportation Plan to prioritize parking for residents parking in high-density and commercial areas.
- The program limits parking to only those residents and their guests displaying County-issued permits or passes during the restricted time limits.
- Softek built the system that manages this information. An online Web interface is available for residents to apply for passes and permits online. The system ties into the Treasurer’s Office to verify vehicle registration and tax payment information.



Grants Database & Financial Allocation

- The system extracts SAP data on financial allocations and tracks details on how funds are spent on different funding elements in countries of implementation.
- The system manages funding sources, loads and indirect costs, U.S. expenses for field support costs, partners/sub-awardees, allocable funding (management and cross-cutting).
- The system generates reports that explain how USAID funds are spent, distributed, and allocated.



Best Practices Compendium

- The Best Practices Compendium was created to provide an easily accessible database of proven practices to be used by program managers who have identified gaps, needs, and opportunities in their programs.
- Users can search the Compendium by multiple topic areas, perform keyword searches and review the successes of specific practices.
- By reviewing lessons learned from other practices, program managers can improve their own program performance.
- Softek was hired as a subcontractor to develop the back-end database as well as the front-end interfaces for users to contribute and search content in the Compendium.



CBT Development

- This CBT was created for the United States Marine Corps, Corrosion Prevention and Control (CPAC), to explain the process of conducting a corrosion assessment.
- Softek was hired as a subcontractor to develop the CBT using Adobe Captivate.
- The CBT includes voice narration, progress panel, navigation controls, final quiz, automatic scoring, certificate of completion, and reference material.

