Softek services, inc.

MAXIMIZING TECHNOLOGY INVESTMENTS

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 training, software development, and management services. Our mission is to enhance efficiency and maximize technology investments through training and automation.

Training and Workforce Development

Softek creates and delivers training that motivates, educates, and inspires. We evaluate your performance objectives, learn what drives your workforce, and create solutions that build and improve critical capabilities.

- 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

Software Development and Engineering

Softek applies our proven methodology to support our customers' missions and streamline operations by creating new applications or 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

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.

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

CERTIFICATIONS

SBA 8(a) Certified

- 8(a) Certified through June 2025
- Small Disadvantaged Business (SDB)
- Economically Disadvantaged Woman Owned Small Business (EDWOSB)
- Woman Owned Small Business (WOSB)
- D.C. Certified Business Enterprise (CBE)

CONTRACT VEHICLES

GSA IT Schedule 70: GS-35F-0413Y

SINs 132-50 and 132-51

PRIMARY NAICS CODES
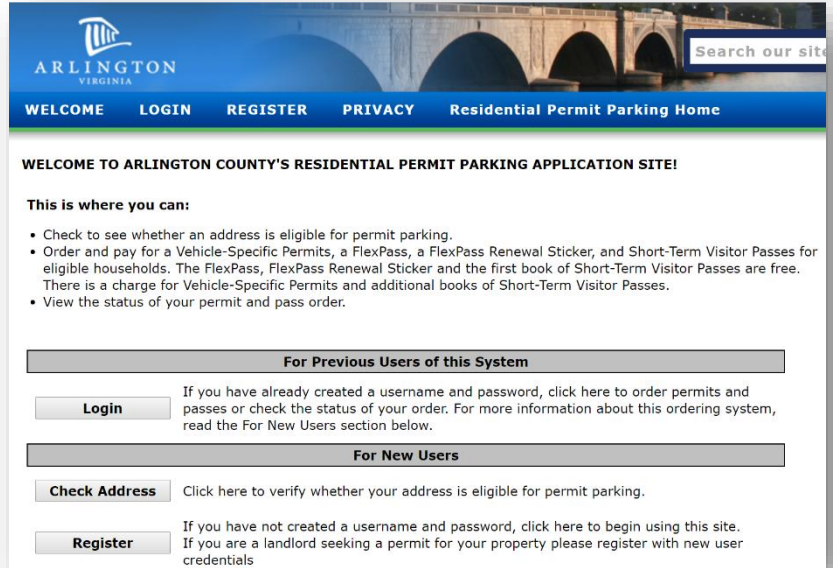
611420 Computer Training

611430 Professional and Management Development Training

611710 Educational Support 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

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.

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.
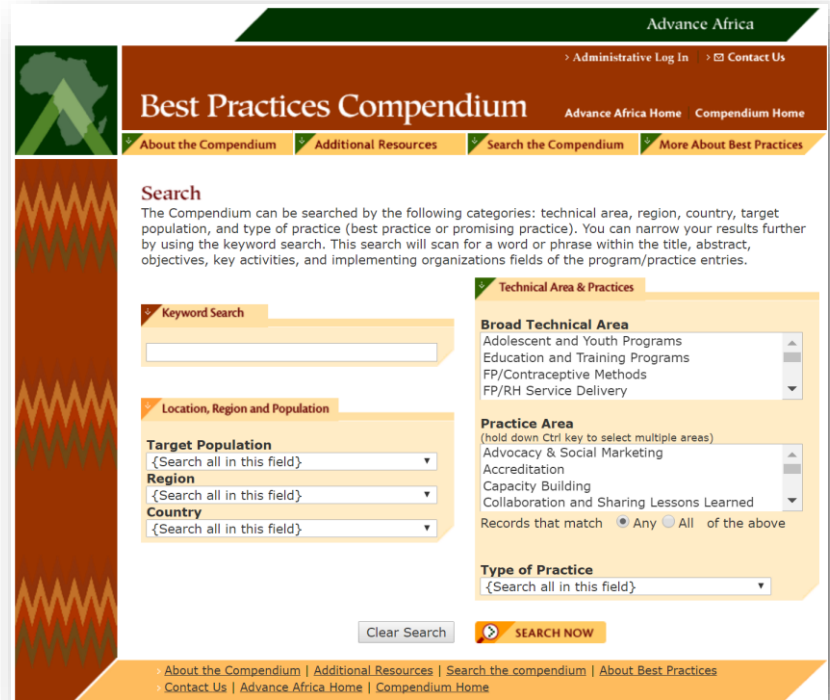

Grants Database & Financial Allocation

- The Grant Management and Reporting Database system developed for Jhpiego, an international, non-profit health organization affiliated with The Johns Hopkins University, 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.
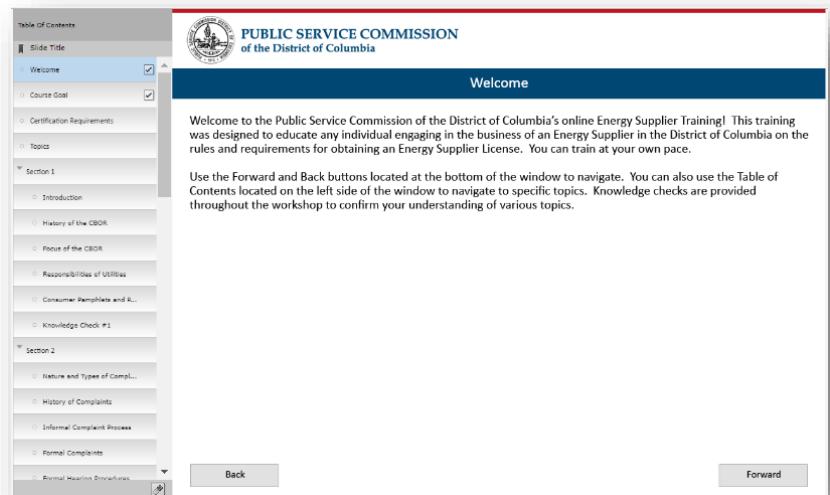
Best Practices Compendium

- The Best Practices Compendium created for Advance Africa provides 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.
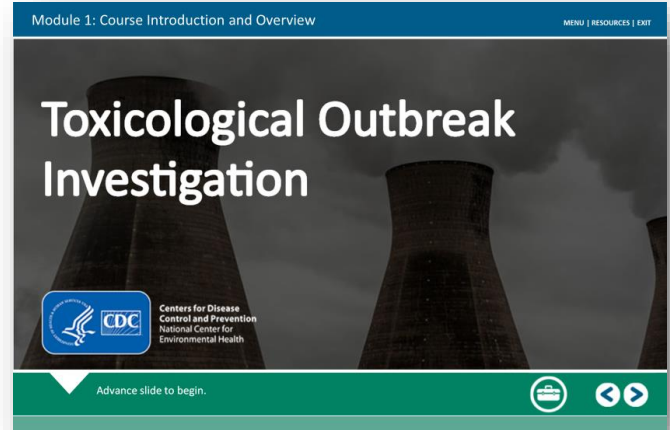
eLEARNING AND ASSESSMENTS

eLearning for Electric Suppliers

- Softek can design and develop custom eLearning solutions that excite, engage and educate the workforce or suppliers.

- For Public Service Commission of the District of Columbia, Softek built a web-based training to educate electricity supplier licensees of the Commission.

- This training contains a registration component, progress panel, navigation controls, final quiz, automatic scoring, certificate of completion, and integrates licensees and testing results into the Commission's Case Management system.
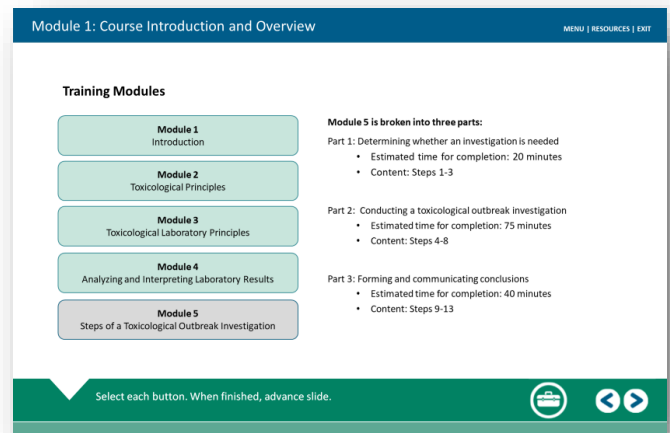
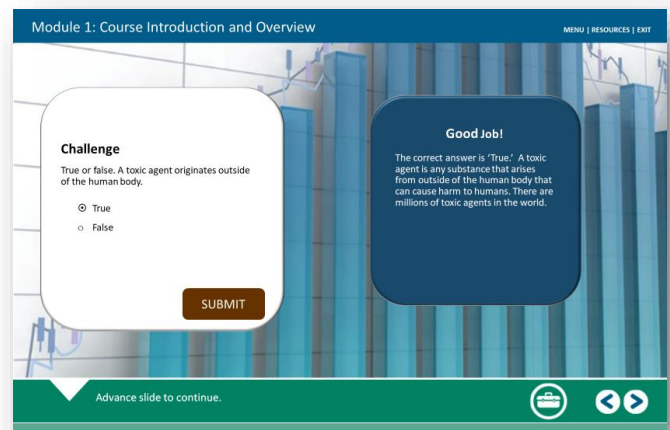## eLearning for Toxicological Outbreak Investigation

- For the Health Studies Branch (HSB) of Centers for Disease Control and Prevention, Softek converted an instructor-led training class for online delivery.

- The course was developed to meet all section 508 requirements.

- The project involved reviewing and revising existing content and creating interactive, engaging self-led modules that incorporate instructional design techniques for adult e-Learning.

- Knowledge checks were incorporated throughout with feedback for incorrect and correct responses.
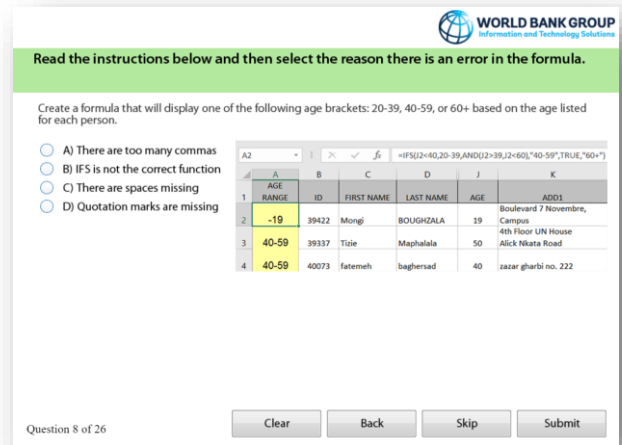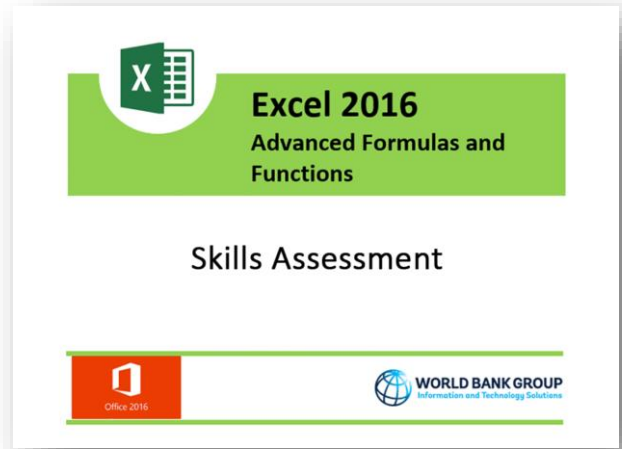
Skills Assessments and Quizzes

- Softek developed, and currently conducts, a series of custom training classes for the World Bank that use and reference their specific files. For example, a series of classes were developed for mastering MS Excel using World Bank-specific files.

- Once a class is completed, users are assessed on their knowledge and skills to receive credit.

- Questions can be: Multiple Choice, True/False, Fill in the blanks, Short Answers, Matching, Hot Spots, and Sequences.

- In addition to seeing scores on the screen, this assessment automatically sends results to a designated group of people, without user intervention.

- It was important that results were sent programmatically, through the system, without users having the ability to control whether results were sent. For example, management did not want users taking the assessment, failing and not sharing results with supervisors.

SOFTWARE TRAINING CLASSES

Your organization's productivity—and bottom line— depend on your workforce's knowledge and proficiency with software. In addition to developing custom training solutions, Softek offers a variety of software courses to increase efficiency, improve performance, and build capacity. Clients can schedule private group classes or enroll students in regularly scheduled public classes on a variety of 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
- Effective Writing for Business
- Making Files 508 Compliant
- PMP, CISSP, ITIL Prep Classes

Softek's training facility, which has four classrooms, is located at 1156 15th Street, NW, Suite 100, Washington, D.C.

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.

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MAXIMIZING TECHNOLOGY INVESTMENTS

PARTIAL CLIENT LIST

U.S. Agency for International Development
U.S. Citizenship and Immigration Services
U.S. Committee for Refugees and Immigrants
U.S. Customs and Border Protection: Training and Development
U.S. Department of Commerce
U.S. Department of Education
U.S. Department of Health and Human Services - NIH
U.S. Department of Homeland Security
U.S. Department of Housing and Urban Development
U.S. Department of Justice - Civil Rights Division
U.S. Department of Justice - Office of Inspector General
U.S. Department of State
U.S. Department of the Treasury: OCC
U.S. Department of Veterans Affairs
U.S. Environmental Protection Agency
U.S. Marshals Service
U.S. Naval Reactors - Washington Navy Yard
U.S. Office of Personnel Management
Bureau of Indian Affairs
Bureau of Labor Statistics
Centers for Disease Control and Prevention
Food and Drug Administration
General Services Administration
Legal Services Corporation
MACPAC
Naval Air Station Patuxent River-Education and Training Office
Office of the U.S. Trade Representative
Office of the Under Secretary of Defense for Policy
Peace Corps
Small Business Administration
Transportation Security Administration

AFL-CIO
AINS
American Academy of Ophthalmology
American Academy of Pediatrics
American Bankers Association
American Gastroenterological Association
American Psychological Association
American Red Cross
American Society of Anesthesiologists
Arlington County, Virginia
Aspen Institute
Association of American Medical Colleges
Avnet Academy

Bernstein Management Corporation
Black Box Network Services
Cassaday & Company, Inc.
Center for Applied Linguistics
Ciracom
Communications Engineering, Inc.
Connective Tissue Oncology Society
Consumer Technology Association
Danya International, Inc.
Envision
Equal Justice Works
Georgetown University
Hemsley Fraser Group Ltd
Henry Jackson Foundation
Home Builders Institute
Homeland Security Solutions, Inc.
Horatio Alger Association
International Finance Corporation
International Food Policy Research Institute
Jack Morton Worldwide
Jhpiego Corporation
JRC Integrated Systems Inc.
Kearney & Company
Kellogg, Huber, Hansen, Todd, Evans & Figel, P.L.L.C.
Lockheed Martin Corporation
Mark G. Anderson Consultants
Mid-Atlantic Association of Community Health Centers
National Highway Traffic Safety Administration
National Petroleum Council
Nenana City Public School
NxtTeam, Inc.
Prince William County Government
Progressive Life Center
Public Media Distribution LLC dba PBS Distribution
RAFFA, P.C.
Sands Capital Management, LLC
SEIU Funds
Sentara Martha Jefferson Hospital
Stafford County Government
The Autism Exchange
The Brookings Institution
The World Bank
Three Crowns
Valcourt Building Services
Verizon