

## **Executive Technology Solutions, LLC.**

### To Our Prospective Clients

Executive Technology Solutions, LLC. (ETS) is a professional services organization that is staffed with proactive, competent, and highly skilled professional individuals who are dedicated to providing our clients with the highest quality services in Healthcare, Facilities Management, Human Resources and Administrative, and Information Technology Consulting.

ETS is a unique blend of multi-disciplinary skills and management expertise. The diversity of project experience and capabilities in government and commercial projects combined with effective management organization and unwavering performance standards has enabled ETS to excel in providing the wide range of required services.

ETS' management philosophies are to seek to understand our clients' challenges and to proactively provide solutions to such challenges. We will perform to succeed and ensure that our services will bear the hallmark of excellence.

ETS will continue to place major emphasis on integrity and quality. Strict principles of conduct, high standards of performance, and individual accountability are ingrained into our corporate environment and the highest professional standard is accepted. We take pride in our staff members' accomplishments and the record of our clients' satisfaction is a testament to our staff and their professional capabilities.

If you would further information about ETS, or our capabilities, please call us at **1-888-387-7302**. Our FAX number is **1-800-264-5227**. You can also visit our web site at [www.Digital-ETS.com](http://www.Digital-ETS.com)

**Miran Kim**  
**President and CEO**

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## **CORPORATE OVERVIEW**

**Executive Technology Solutions, LLC. (ETS)** is US SBA **8(a)** Certified and **Woman-Owned** Small Disadvantaged Business. ETS is a professional and technical services firm that provides services to the clients in government and commercial industries. Our multi-disciplinary skills include:

- ?? Healthcare Support Services
- ?? Information Technology Support Services
- ?? Facilities Maintenance Support Services
- ?? Human Resources and Administrative Support Services

### ***1. CORPORATE BACKGROUND***

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ETS was founded in 1998 with the main office located in Silver Spring, Maryland. The company was established on the basis of the quality customer relationships as our highest priority. The business philosophy was built on providing specifically tailored services to each client's unique requirements. Successful performance on every project is reinforced by the commitment of excellence by focusing on the differences.

ETS continues to develop and improve the foundation as a professional service organization. We are proud of our staff's ability and competence to meet your expectations.

Table of **NAICS** and **SIC** Codes

	<b>SIC</b>	<b>NAICS</b>
Healthcare	8049	621399
Transportation	4111, 4119	485999
Info. Tech.	7379	541512
Facilities	4581, 7342, 7349	561720
HR / Admin	7363	561310, 561320, 541612

*Figure 1:* North American Industry Classification System (NAICS)  
Standard Industrial Classification (SIC)

ETS professional services are multi-disciplinary in nature. The overall approach to each project encourages close coordination and cooperation among the groups. Our dedicated teams conduct, coordinate, review, and continually exchange ideas and information with our clients to maintain a professional relationship. This enables the team to respond quickly, allowing staff members to find timely accurate solutions for wide range clients' and their issues.

**Executive Technology Solutions, LLC.**

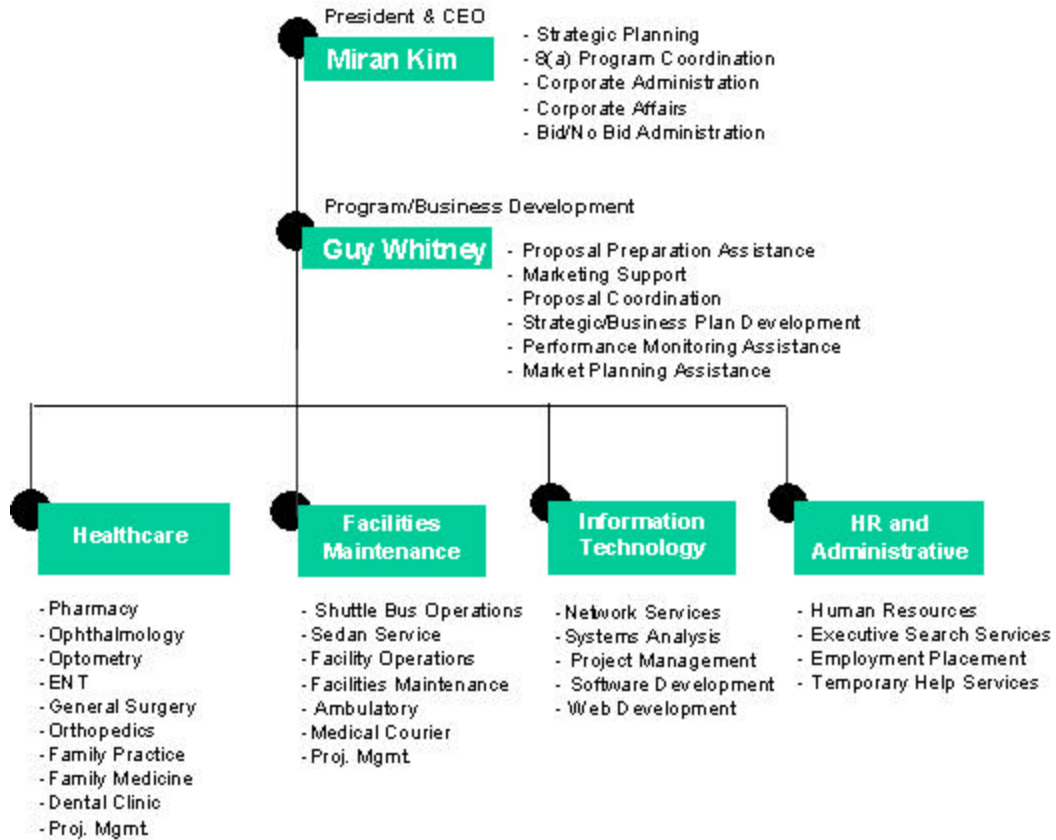


Figure 2: Corporate Organizational Structure

## 2. CORPORATE FACILITIES

ETS’ main office is located in the Washington, DC metropolitan area, which is convenient to many of the government and commercial clients throughout the region. It is accessible by public transportation and also conveniently located by other means of transportation as well. Our facility is equipped with high-speed internet access. We provide local and toll-free numbers for easy access. For the outside of town

visitors, there are three regional airports within thirty minutes of distance.

### **3. CLIENTS**

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Strong indication of the high level of client satisfaction with services provided by a company is manifest in the company's client list. In the past and currently, ETS have performed tasks for the following clients:

*Department of the Air Force*

*Air Force Academy, Colorado Springs, CO*

10<sup>th</sup> Medical Group

- Community Center Pharmacy
- Main Hospital, O/P Pharmacy Service

*Department of the Air Force*

*Air Force Academy, Colorado Springs, CO*

Logistics Group

- Shuttle Bus Service

*Department of the Air Force*

*Peterson Air Force Base, Colorado Spring, CO*

21<sup>st</sup> Space Wing

- Pharmacy Services
- Dental Clinic Support Service

***Department of the Air Force***

***Keesler Air Force Base, Biloxi, Mississippi***

**81<sup>st</sup> Medical Group**

- Optometry Clinic (PRK/Lasic) Services
- Ophthalmology Clinic
- ENT Clinic
- General Surgery Clinic
- OB/GYN Clinic
- Orthopedic Clinic

***Department of the Air Force***

***Offutt Air Force Base, Omaha, NE***

**55<sup>th</sup> Medical Group**

- Family Practice
- Family Medicine Residency

***Department of the Interior***

***The National Park Services, McLean, VA***

- Facilities Management Services

***Department of Homeland Security***

***Citizenship and Immigration Services, Washington, DC***

- Executive Sedan Service
- Passenger Van Service
- Shuttle Bus Service

***Department of Agriculture***

***Forest Service, Washington, DC***

- Shuttle Bus Service

***US Department of the Transportation***

**Federal Aviation Administration, Washington DC**

- Human Resources Administrative Support Service

***NAI-KLNB Property Manager, Gainesville, VA***

- Facilities Maintenance Service

***Assembly of Gods - Gainesville, VA***

- Facilities Maintenance Service

***Cognos Corporation - Boston, MA***

- Business Intelligence Database Mgmt./Analysis Services

***CapitalOne – Richmond, VA***

- Executive Information Technology Recruiting Services

***NexTel – Norcross, GA***

- Database Management/Analysis Services

***IGEN International, Inc. – Gaithersburg, MD***

- BioTechnology Customer Service



In relationships with our clients, ETS is committed to quality. Customer satisfaction is our first priority. ETS treats each project as a partnership that forms with the client, in pursuit of a shared goal. The cost effective products and tailored support services make up the cornerstone of management's philosophy.



## **CORPORATE CAPABILITIES AND EXPERIENCE**

ETS' service functional areas work independently as well as cooperatively. Our services areas are as follows:

- ~~ETS~~ Information Technology Services
- ~~ETS~~ Healthcare Services
- ~~ETS~~ Facilities Maintenance Services
- ~~ETS~~ Human Resources and Administrative Support Services

This structure and accompanying management accountability concept were developed to provide technical specialization and knowledgeable supervision over specific disciplines. This structure promotes a team building approach to project staffing in pursuant of government contracts.

The ETS functional group structure encompasses a wide range of professional and technical knowledge. ETS have multidisciplinary skills as listed above and project experience necessary to compete any professional and technical support services.

## ***I. SCOPE OF BUSINESS***

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ETS is committed to stay abreast of rapid changes in the government sector and to continuously research and develop how to improve and assist clients accordingly. Our process assures these changes to create a demand for leading edge management consultants to assist organizations to meet the expected quality services.

The need for increased automation will require careful planning, attention to details, and adequate staffing which will ensure that regardless of the number of participants, ETS staff will be available on-site so the business process will continue seamlessly. Our on-site team is experienced with the requirements for the on-site support. Our on-site team will arrive with skills and materials already prepared for innovative technology solution to be implemented.

To meet these changing demands, ETS' business focus is concentrated on:

?? Timely and cost effective facilities and management support services for those government work activities or functions that agencies have elected to contract out to contractors rather than perform with employees.

- ?? A comprehensive management and information technology consulting, and systems design services aimed at the effective integration of new technology into business, engineering, and scientific information processing operations.
- ?? A comprehensive medical and pharmaceutical services to assist military service members and their family members with no interruption of service.

A brief group summary outlines primary areas of responsibility.

### **1. Healthcare Services**

- Pharmacy Support Services
- Optometrist Clinic Support Service
- ENT Clinic Support Services
- General Surgery Clinic Support Services
- Ophthalmology Clinic Support Services
- OB/GYN Clinic Support Services
- Orthopedic Clinic Support Services
- Family Practice Clinic Support Services
- Family Medicine Residency
- Dental Clinic Support Services
- Medical Courier Services

### **2. Information Technology Services**

- Local and Wide Area Network Design and Installation
- Web Site design
- Systems Specification Development
- Database Design, and Application Programming
- System Integration, Conversion, Training and Operation Support
- Database Management Systems
- Systems Engineering and Analysis

Configuration and Data Management

**3. *Facilities Maintenance Services***

Transportation Service

Shuttle Bus Services

Sedan/Executive Transportation Service

Sanitary Maintenance Services

Maintenance and Operations Services

Computer Center Facility Management

**4. *Human Resources and Administrative Support***

Human Resources and Executive Search Consulting Services

Employment Placement Agencies

Temporary Help Services

Technical Assistance and Training

Logistics Support

Other Support Services



## PERSONNEL CAPABILITIES AND EXPERIENCE

In the course of running business, many factors represent cost of doing business. However, most valuable assets are always ETS staff members. While the firm’s office and equipment represent an important investment, the firm belief is that the quality staff sets a special tone apart from other competitor firms.

### ***I. MANAGEMENT AND PROFESSIONAL STAFF CAPABILITIES***

First, the management team is carefully created with selective listing of professionals’ background and experience, which demonstrates the high level of management capabilities and technical expertise.

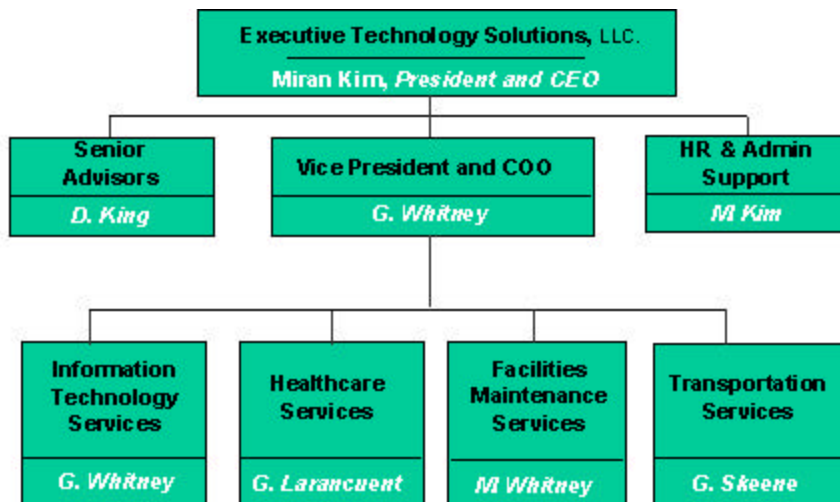


Figure 3: ETS’ Functional Management Structure

## **2. PAST PERFORMANCES**

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Second, as evidenced of the professional background of ETS staff previously presented, these individuals have extensive experience in providing professional and technical services to government and commercial clients. Their experience provides an additional depth of capability in catering to clients' needs. While each individual's experience cannot be included as part of ETS corporate capability as a whole, it is, nevertheless, a significant asset to the firm and its prospective clients.

This section highlights the prior project experience of several of ETS' senior managers in areas related to past experience, present efforts, and future plans. These summaries are categorized by type of project.

### **1. Healthcare Services**

#### **U.S. Air Force Academy**

**Contract Title:** Pharmacy Support Services  
**Location of Work:** Colorado Springs, CO  
**Role on Contract:** Prime Contractor  
**Contract Type:** RFP – US SBA 8(a)

Contract Description. ETS is responsible for the providing Healthcare Support Services to augment the Community Center, the Cadet Clinic, and the Main hospital outpatient and in-patient, and Medical Support Staff. ETS provides 8-10 on-site Professionals (including Medical Clerk). ETS Professionals provide services on rotating shifts, on-call, call-in, backups,

weekends, and holidays. Consequently, an extremely high standard of performance is expected for this high visibility project and US Air Force locations. ETS Professionals service and consoles high-ranking members, and family members. The phase-in-mobilization planning yielded positive comments during the first hours of implantation. ETS had a 95% of the staffing requirement filled on the first day, considering the contract award was made the same day.

**Peterson Air Force Base**

**Contract Title:** Dental Clinic Support Services  
**Location of Work:** Colorado Springs, CO.  
**Role on Contract:** Prime Contractor  
**Contract Type:** RFP – US SBA 8(a)

ETS provides non-personal services of four-dental assistants to perform dental services according to the scope of work and in accordance with the precepts of the American Dental Association, the Joint Commission on Accreditation of Healthcare Organizations, and the professional standards of the Medical Treatment Facility (MTF) and Dental Treatment Facility (DTF) where the services are to be provided. ETS staff performs their contract services under the control and general supervision of the Dental Activity Commander and/or Chief of the Dental Treatment Facility where the services are being provided.

**Peterson Air Force Base**

**Contract Title:** Pharmacy Support Services  
**Location of Work:** Colorado Springs, CO.  
**Role on Contract:** Prime Contractor  
**Contract Type:** RFP – US SBA 8(a)

**Contract Description.** ETS is responsible for the providing Healthcare Support Services to augment the Main Pharmacy and the re-fill center. ETS provides 1-3 on-site Professionals. ETS Professionals provide



services on rotating shifts, on-call, call-in, backups, weekends, and holidays. Consequently, an extremely high standard of performance is expected for this high visibility project and US Air Force locations. ETS Professionals service and consoles high-ranking members, and family members. The phase-in-mobilization planning yielded positive comments during the first hours of implantation. ETS had a 95% of the staffing requirement filled on the first day, considering the contract award was made the same day.

**Keesler AFB – PRK/LASIK Clinic**

**Contract Title:** PRK/LASIK Clinic  
**Location of Work:** Biloxi, MS  
**Role on Contract:** Prime Contractor  
**Contract Type:** RFP – US SBA 8(a)

**Contract Description.** To date ETS has outstanding performance record. ETS provides PRK/Lasik clinic services for Military Personnel (positions include Medical Receptions, Optometrist, and Ophthalmic Technicians). ETS services include full services (maintaining a staffing pool, conducting background checks, and credentialing services) in providing the medical support staff.

**Keesler AFB – SCO**

**Contract Title:** SCO (Specialty Care Optimization)  
**Location of Work:** Biloxi, MS  
**Role on Contract:** Prime Contractor  
**Contract Type:** RFP - 8(a)

**Contract Description.** ETS provides the following medical staff members: Medical Administrative Assistants, Medical Assistants, Medical Technicians, and Registered Nurses. Our staff members provide medical support services to the following outpatient clinics: Orthopedics, ENT, Ophthalmology, General Surgery, and OB/GYN clinic.

**US Air Force – Offutt AFB, Omaha, NE**

**Contract Title:** Family Practice and Family Medicine Residency  
**Location of Work:** Omaha, NE  
**Role on Contract:** Prime Contractor  
**Contract Type:** Small Business

ETS provides the a team of Health Care Workers in the Family Practice and Family Medicine Residency clinic under this contract for the Offutt Air Force Base in Omaha, NE. ETS health care workers consist of Registered Nurses, Licensed Practical Nurses, Medical Office Coordinators. Our staff members provide medical care for the government beneficiaries.

**I-GEN International, Inc.**

**Contract Title:** Biotech and Medical Support Services  
**Location of Work:** Gaithersburg, Maryland  
**Role on Contract:** Prime Contractor  
**Date of Award:** May 2001

Contract Description: ETS provides staff member that supports the medical/biotechnology industry. These members provide a high level of customer service for all aspects of the medical/biotech arena including Life Science Research, Clinical/POC and Industrial. Some staff members provide the more complex aspects of order entry and customer service where considerable judgment and initiative are required to resolve problems and make recommendations. Additionally, staff members assist the management staff with ongoing projects that affect the department.

***2. Information Technology Services***

**KPMG**

**Contract/Project Title:** TAX Software Development  
**Address and Telephone:** Washington DC  
**Date of Award:** *April 2001*

**General requirement:** Executive Technology Solutions, LLC shall provide contractor(s) for the services set forth in the professional services agreement to complete the development of KPMG TAX databases utilizing Microsoft SQL and Erwin including and not limited to creating triggers, and stored procedures to web interfaces for both administration and end users.

**Requirements:** Windows NT Server Internet Information Server (IIS 3.0 or IIS 4.0), Active Server Pages (ASP) accessing a relational Database (SQL Server), Microsoft IIS experience, Windows NT 4.0 Network Administration experience is a plus and C++, SQL, HTML, JavaScript, Perl, CGI, Java.

**SQL, XML; Windows NT, and 2000.Facility Management Services**  
Managed a project technical oversight for internal activities at the DOD Defense Applied Technology Data Center (DAITC). Key tasks included overseeing various prototyping technology laboratories, and assisting in the implementation of DAITC`s Ethernet LAN/WAN, (a prototype LAN with multiple CPU platforms).

### **3. *Facilities Management***

#### **Air Force Academy**

**Contract Title:** Transportation Services (Shuttle Bus)  
**Location of Work:** Colorado Springs, Colorado  
**Date of Award:** June 2003  
**Contract Type:** RFP – US SBA 8(a)

**Contract Description:** Currently ETS provides a Shuttle Bus Service for civilian and military personnel at USAFA, moving personnel from a parking area into the Secure Cadet Academic Area of the Academy. This service begins at 0430 each duty day and runs until 1830. Operators make 77 trips a day and transport over 450 passengers per day. The USAFA Cadet

Area shuttle is provided for the support of the passengers to and within the USAFA cadet area. The shuttle transports passengers from the parking area of the Cadet Field House (East parking lot), to East Fairchild Hall (under the walking bridge), the South West entrance of Fairchild Hall (across from Mitchell Hall loading dock), and the North West corner of Fairchild Hall (at the stop sign). Additional time (up to three minutes) between the transport vehicle arriving and departing the Cadet Field House location is provided. This time is provided for the drivers of the vehicles to attend to concerns other than driving, and allows passenger to arrive, park, and safely walk to the vehicles.

**US Department of Homeland Security – CIS**

**Contract Title:** Sedan and Shuttle Bus Service  
**Location of Work:** Washington DC  
**Role on Contract:** Prime Contractor  
**Contract Type:** RFP – US SBA 8(a)

**Contract Description.** ETS transportation department provides executive sedan and passenger shuttle bus service to the Citizenship and Immigration Services located in Washington DC. This service includes the drivers, vehicles, equipment, and supplies that are necessary and required.

**US Department of Interior – NPP**

**Contract Title:** Facilities Maintenance  
**Location of Work:** McLean, VA  
**Role on Contract:** Prime Contractor  
**Contract Type:** RFP – US SBA 8(a)

**Contract Description.** ETS facilities maintenance department provides office building cleaning service to the National Park Police Headquarters Office located in McLean, Virginia. This service includes the custodial members, vehicles, equipment, and supplies that are necessary and required to clean the building inside and outside of the premises. This

service include quarterly carpet and floor maintenance and window cleaning in addition to daily cleaning.

**NAI KLNB Management Inc.**

**Location of Work:** Washington DC Metropolitan Area  
**Role on Contract:** Prime Contractor  
**Date of Award:** 11/01/02

Contract Description. ETS is responsible for the provision of custodial services associated with the overall management and support of the facility. ETS' services include window cleaning, floor care, and daily custodial services. The main facility support healthcare operations. Consequently, a high level of sanitation, sterilization and handling of biohazard materials performance is required. The phase-in-mobilization planning yielded positive comments within the first days of implantation. To date, ETS has a 100% performance record.

**USDA –Forest Service**

**Location of Work:** Washington DC Metropolitan Area  
**Role on Contract:** Prime Contractor  
**Date of Award:** 11/01/04

Contract Description. ETS transportation department provides routine passenger shuttle bus service to the USDA Forest Services department located in Washington DC. This service includes the drivers, vehicles, equipment, and supplies that are necessary and required.

**4. *Human Resources & Admin. Support Services***

**Federal Aviation Administration**

**Contract Title:** Federal Aviation Administration  
**Location of Work:** Washington DC  
**Role on Contract:** Prime Contractor  
**Contract Type:** Request for Proposal

As an Human Resources Administrative Assistant, duties includes preparing CPMIS forms and entering them into the FAANET Iceman system for Federal Government new hire employees; reviewing new hires packets for completion, preparing and editing SF-85 forms in the FAANET database, entering FEGLI insurance forms into the data base systems and preparing DD-214 Military forms. Keeping an Excel spreadsheet of all missing information in new hires packets, assembling benefits packets for new hire, updated employee information, solved benefits problems with vendor, responded to employees' questions regarding benefits. Helped with weekly and monthly accounting and billing. Answered phones, filed, picked up and delivered mail; sorted and expressed mail. Created, edited and updated spreadsheets in the Excel database. (On call as needed).

Additional customers in this category includes, **GTS** telecommunications, **Nextel** telecommunications, **CapitalOne** financial company, **Cognos** business intelligence and more.

As demonstrated by each project synopses above, the ETS management team has extensive prior experience in their disciplines across a broad range of professional and technical service areas. This experience and the multi-disciplinary expertise of this management group enable ETS to excel in meeting diverse and complex client requirements.