Carter Safety Consultants, Inc. (CSCI), founded by Ms. Cliftena Carter, is a woman-owned/minority-owned small disadvantaged business (EDWOSDB) founded in 1999 and certified as a participant in the United States Small Business Administration’s (SBA) 8(a) graduated from the Program in February 2011. The company is led by its President, Ms. Cliftena Carter, who brings a perfect blend of scientific training, personnel and quality management, and human resource development expertise.  With over 28 years of experience, she brings a unique perspective to this enterprise enabling the company to meet the challenges of the future and provide solutions to today’s needs.  Ms. Carter held positions in the private sector and was responsible for strategic program management and planning, management and business development. Her past experience in engineering, government regulations and compliance, coupled with computer-based technology applications enables her to conceptualize and develop a solid professional service organization. Ms. Carter’s technical background involves the application of Quality Assurance (QA) and Quality Control (QC) to projects, organizations and work tasks. She brings this QA/QC skill to her company’s projects which ensure her clients of receiving the highest quality of work. She played an integral role in introducing team training compliance solutions to reduce error and noncompliance to bring the projects to a known “good state” for private organizations and local and federal government agencies resulting in minimizing their risk for violations. With an understanding of the objectives and needs of new emerging market business model involving outsourcing, Ms. Carter specializes in implementing innovative strategies. CSCI services include: ***Information Technology/Information Infrastructure***, ***Program/Project Management Training and Development***, ***Technical and Administrative Support Services***, **Engineering Support Services** and **Construction Support Services**.

CSCI provides adiversified technical and is recognized for excellence in delivering technical solutions to the Government and contractors. The company was instrumental in implementing proven project control systems and supporting IT infrastructure for Government agencies to track major engineering programs and military projects including: 1) Hurricane Katrina Recovery, 2) Gulf Region Hurricane Protection Construction Projects, and 3) American Recovery and Reinvestment Act activities with the U.S. Army Corps of Engineers. CSCI is a Woman-Owned Small Disadvantage Business (WOSB) and was a certified participant in the U.S. Small Business Administration 8 (a) Program in 2002. CSCI has extensive experience supporting government installations in: information technology (IT), information assurance (IA), information management (IM) information security (IS) management and IT infrastructure program/project planning and quality assurance. CSCI has established IT/IA/IM/IS quality assurance guides for USACE contractors, performed management assessments to support user needs including: access/change/delivery/capacity/incident and problem/event management, configuration management and service continuity for Government Installations.

CSCI provided innovative solutions to intractable problems and designed a unique online tool that is both intuitive and powerful in order to meet the Government critical need.

CSCI provides design, operation and maintenance of IT infrastructures that facilitate business processes. CSCI’s experience includes providing different internet and engineering technologies resulting in cost effective efficient and high performance solutions. CSCI brings proven methods and processes resulting in utilization of systems and adaptability, scalability and extensibility for critical systems and subsystems infrastructures coalescing recent technology.

CSCI has performed Program Management, Staff Augmentation, Project Management and supplied technically qualified key personnel and certified technical staff, met all contract requirements and supported administrative tasks for self-performed contracts and as a prime contractor managing subcontractors on Government contracts. CSCI has performed Quality Assurance planning and oversight functions for the Government on projects and performed contract close-out for the Government.

**CSCI’s Representative Experience**

**Blue Grass Chemical Agent Destruction Pilot Plant**, CSCI provided Information Technology Specialist Support to meet existing and emerging IT requirements in the fields of Information Management, Information Technology and Information Assurance and aligned systems, plans and policies with project requirements. Served as Proponent for developing and implementing a comprehensive vision supporting system optimization and project integration/interoperability for the entire project life-cycle, analyzed user requirements, system capabilities and operational conditions to optimize systems to meet mission requirements. Provided Project Management and Systems Management including managing IM/IT support, System Administrator and Information Assurance Security Officer for the Government Team. Managed/coordinated site records management program in accordance with AR 25-400-2, The Army Records Information Management System (ARIMS) and Contractor’s Verification Systems (CVS) requirements. Coordinated Site Business Continuity and Disaster Recovery Plans and security awareness training. Managed IT projects, compiled stakeholder expectations and conducted project scope planning, evaluated policies, expected trends and project impacts on resources, budgets and schedules, conducted risk identification, quality assurance and control, communications, organizational and acquisition planning for IT projects. Developed long-range objectives and milestones for IM/Technology, initiated Integrated Process Teams (IPTs) to execute strategies supporting Information Technology capabilities. Performed assessments of Government, Support Contractor, and Systems Contractor IT site programs for compliance to IT plans, policies and projects alignment. Modified Government Project IT plans and policies in response to changes in organization’s needs, legislations or regulatory requirements. Presented recommendations, negotiated solutions and presented information and decision briefings. Researched new technologies to improve delivery and business processes. Management and oversight of IT infrastructure enterprise services to identify issues that affect the effectiveness of the project(s). Investigate system incidents to identify chain of events, root causes, corrective actions and recommendations for improvement.

**Database Development Support for Energy Engineering Analysis Program,** CSCI developed the database applications for installation on the CEHNC ISP intranet, EKO website and Tera drives. CSCI developed the EKO website for Energy Reporting Data, developed the Tool Box and the database to host all EEAP Level 1 Optimization Assessment data with ACCESS queries, developed the database to host all energy related data required by Comprehensive Energy Water Master Plan and established maintenance procedures for updating databases and queries. Developed maps using Geospatial Information Systems (GIS) and ArcGIS (ESRI) for ECIP DD Form 1391 submission, developed Information Papers/Decision Papers, prepared briefs and demonstrated database applications, maintained and updated databases and updated queries and maintained a tracking system for projects.

**Business Management Office of Huntsville Center**, CSCI provided database management support services in support of the External Customer Survey Program. Services included various automated systems, i.e., database (raw data) manipulation, development of queries, tables and report formats, database updates and submittal coordination. Support was at the Senior Computer Information Specialist level and required generating the raw data in a format usable for multiple reporting venues and creating new queries for the following year survey including developing tables for sorting the data and designing reports used for analyzing Huntsville Center performance and senior management briefings.

**Centrally Managed Furnishings Program,** CSCI has multiple task orders for both pre-award analysis, post-award analysis and general program support for the programmatic reporting of activities related to the procurement of furnishing for the Base Realignment and Closure (BRAC) barracks and administrative furnishings work plans. Work included coordinating the management for the receipt, preparation and backup of individual furnishings orders, coordinate with the installation personnel, ensure execution of work plans and programmatic planning, logistical and training support, documentation updates of the CMFP electronic contract website and maintain pre-award and post-award databases and electronic files management. Tasks included workshops and meeting/event planning.

**USACE Learning Center,** CSCI performed subject matter expert consulting services to create the Quality Assurance Surveillance Plan (QASP) which is used as a guide to the Government Quality Assurance Personnel. The QASP provides a systematic method and is a management tool for documenting site surveillance conducted on contractors, contractor performance evaluation and reporting of contractor performance to assure the Government of satisfactory contractor performance.

**Pit Disassembly and Conversion Facility (PDCF)**, CSCI updated the DOE Savannah River site Configuration Management Plan for the PDCF to include the USACE as the Construction Manager. Revised the Project Execution Plan, Change Control Board Procedures, and Construction Change Control Procedures in accordance with ANSI/EIA 649 National Consensus Standard for Configuration Management.

**Help Desk Support**, CSCI provided Help Desk Support services to the Engineering and Support Center, Huntsville during the deployment and initial deployment of project management software P2. Developed the ESC proficiency necessary to interface with the multiple databases, identified problems and assisted in the implementation and training for Huntsville Center mission programs.

**USACE Mississippi Valley Division (MVD)**

# Department of the Army – Letter of Appreciation

“I have worked with CSCI to solicit support to our six Districts over the past three years in the area of P2/project management business process implementation. CSCI has always been available and ready to support project management requirements.

...”CSIC is always very professional and timely in responding to requests. They have always met milestones established and provided a project that met our expectations.

Deputy Director of Regional Business, Mississippi Valley Division, Corps of Engineers

CSCI’s support to New Orleans, USACE HPO and Contracting Division representative task orders reflects “exceptional performance” (CPARS Rating in all areas). USACE’s Contracting Officer stated, ***“Contractor (CSCI) provided exceptional services on the contract and regularly checked in to discuss performance...”* and *“Contractor has excellent relationship with professionals in the industry and provided necessary personnel in short order. Also, contractor has a very professional yet personable relationship with government personnel involved with the contract.”***

**Data Validation and Reconciliation/Information Management for Performance Management Business Process (PMBP)** CSCI worked with HPO to resolve a series of problematic issues for the District including the deficiencies in the reporting of financial management data used for project funding in the USACE national project funding database and to ensure compliance with CEFMS. CSCI provided P2 certified project schedulers and planners, trained Oracle Project Applications (OP) personnel, technical writers, and specialized project coordinators to access data quality issues and perform a reconciliation of data contained in the project management tracking system P2. CSCI gathered, reviewed, analyzed and entered project information in P2 and developed official versions and schedules for each project, produced reports and scheduled views for the Districts Project Management and Operations Managers to use. CSCI performed diagnostics and troubleshooting, created and maintained up-to-date standard operating procedures for all database/software updates, upgrades and maintenance and developed and generated multiple project management reports.

CSCI created and managed an accounting tool to report Earned Value Analyses including producing CPM Network Views and sufficient views and tables to depict project and program status. Created and managed an accounting tool to apply to Multiple Feasibility capabilities and participated in P2/Primavera PM™ data collection, presentations and committees to be able capture the output of both project and Branch data for Multiple Projects and Programs.

CSCI provides a unique spectrum of project-oriented services such as human resource management, training, logistical support, and technical assistance that are specifically designed to successfully navigate government organizations through various stages of their programs. We are able to develop approaches that achieve our client’s goals and objectives with superior consistency. Our approach not only includes an unparalleled knowledge of industry challenges, but also a keen understanding of cross-cultural issues involved. CSCI possesses a high degree of technological know-how and a strong orientation towards client servicing.

To maintain our high service level, we have designed our business around quality management concepts, incorporating rigorous evaluation processes and robust consulting checks and balances that ultimately help secure timely, reliable and high quality results. Above all, our partnering approach strongly emphasizes a close collaboration with our clients and a network of companies throughout the entire lifecycle of any project. We are best positioned to assist our clients with leverage in which they will benefit from our external expertise and resources while meeting small business goals, and most importantly, creating a significant comparative cost advantage.

**Logistics**

CSCI have experience in Warehouse management, to include wall to wall inventory, shipping and receiving, foreign military sales, and repair of small parts. CSCI facilitate management in their daily planning, organizing, staffing, directing, and controlling the utilization of available resources, to move and store materials into, within, and out of a warehouse, while supporting staff in the performance of material movement and storage in and around a warehouse. CSCI Warehouse management systems have the capability to partner with staff in performing the detail processes required to handle all of the major and many minor warehouse tasks of receiving, inspection and acceptance, put-away, internal replenishment to picking positions, picking, packing, order assembly on the shipping dock, documentation, and shipping (loading onto carrier vehicles); processes including directing and validating each step, capturing and recording all inventory movement and status changes to the data file.

**Program/Project Management Training and Development**

* Scheduling (Primavera P6 version ) Support Services
* Job Task Analysis
* Strategic Planning Curriculum Development
* Performance Based Training
* Mentoring and Coaching Program Implementation
* Performance Based Training
* Business Process Improvements
* Commitment Tracking Programs
* Virtual Training Program Development
* Program/Project Management Support
* Cost Estimating
* Logistics Support
* Quality Control and Quality Assurance
* Master Schedulers
* Earned Value Management
* Help Desks and Call Centers
* Strategic Planning Curriculum Development

CSCI’s staff includes highly qualified and successful trainers, carefully chosen to bring out the best from your staff. They are acknowledged experts in technical and management areas, giving enrichment-work for those in need of a challenge and reinforcement-work for those encountering problems. Our professional development courses are specially prepared for clients and presented exclusively for their personnel. The duration and content of each course will be adapted to meet your objectives. We will then adjust the content to the previous learning and experience of the participants.