



## **FY2006 and 2007 Performance and Accountability Report and Executive Summary Documents**

**Prime Contractor**  
**\$44,626**  
**\$25,579**

**Period of Performance**  
**August 2006 – June 2007 – 2006 PAR**  
**September 2007 – May 2008 – 2007 PAR**

TBC Solutions provided support to the Bureau of Indian Affairs (BIA) related to development and publication of both the Bureau's FY 2006 and 2007 Performance and Accountability Report (PAR) publications. The PAR is utilized by the BIA to report progress regarding compliance with the President's Management Agenda and Government Performance and Results Act, implementation of mission requirements and status of performance goal compliance, and financial status to the Secretary of the U.S. Department of the Interior. Specific tasks being performed by TBC Solutions for this project included:

- Analysis of management and financial narratives and data prepared by BIA personnel for the purpose of developing an annotated outline for the FY 2006 PAR.
- Coordination with numerous BIA personnel to gather additional information required for preparation of the PAR.
- Consolidation of narratives, data, photographs, and other graphical elements into a comprehensive PAR document.
- Facilitation of meetings to discuss proposed improvements to the PAR, and identify missing narratives and/or data.
- Design and layout of the comprehensive PAR document in a professional, corporate-style that blends together text, tables, graphs, charts, figures, diagrams, photographs, and other graphical elements.

- Technical editing of the PAR document.
- Manipulation of .tiff and .jpeg and other graphic formats to improve overall quality and clarity of presentation.
- Performance of multiple rounds of revisions during the development process.
- Conversion of the finalized publications into Adobe Acrobat .pdf format.
- Printing and binding of 100 full-color copies of the final documents.