



FY2005 Performance and Accountability Report Executive Summary Document

**Prime Contractor
\$37,000**

**Period of Performance
Nov. 2005 - Jan. 2006**

TBC Solutions provided support to the U.S. Department of the Interior (Policy, Management and Budget Assistant Secretariat) related to development and publication of the Department's FY2005 Performance and Accountability Report (PAR) Executive Summary. The PAR Executive Summary is utilized by the Secretary to report the Department's progress regarding compliance with the President's Management Agenda and Government Performance and Results Act, implementation of mission requirements, and financial status to the President, Congress, the Office of Management and Budget, and the American public.

Specific tasks performed by TBC Solutions for this project included:

- Review and analysis of the 300+ page FY2005 PAR to identify appropriate text and graphics to be incorporated into the PAR Executive Summary.
- Preparation of a draft PAR Executive Summary that included an overview of the Department's activities, summary of specific mission achievements and challenges, and a summary of the Department's financial status.
- Design and layout of a final PAR Executive Summary document in the format of a corporate-style annual report.
- Printing and binding of 1000+ full-color copies of the final PAR Executive Summary document that included a compact disk with the full FY2005 PAR.