

TBC SOLUTIONS, INC.

TBC Solutions, Inc. is a woman-owned small business and a prime federal contractor providing writing, editing, publication, and business improvement services under multiple contracts with the Bureau of Indian Affairs, Office of the Special Trustee for American Indians; Office of Wildland Fire Coordination; and Policy, Management, and Budget Assistant Secretariat. TBC Solutions has over ten years of experience in the areas of writing and editing, peer review of technical and regulatory documentation, and coordination and preparation of technical and cost proposals.

SERVICES

- Development and preparation of standard operating procedures, work instructions, and guidance documents
- Development of training manuals, and stakeholder presentations related to technical, management, and business processes
- Development of style and format guides for the preparation of various documents
- Preparation of graphics, tables, photographic images, maps, statistics, and illustrations
- Preparation of final reports, procedures, instructions, and manuals
- Peer review of technical and financial documentation for accuracy and requirements compliance
- Facilitation of stakeholder working groups for the purposes of fact gathering, consensus building, dispute resolution, and strategic planning
- Writing and editing of reports, procedures, instructions, and presentations

PERSONNEL

The TBC Solutions staff has a wide range of technical and functional skills related to preparation and publication of documentation in the areas of strategic planning, environmental policy and compliance, management and business improvement, contracting and procurement, health & safety, budget and finance, human resources, cultural issues, and other governmental management related issues. Staff members have extensive backgrounds in the areas of technical editing; development and preparation of procedures, publications, and forms; development of media formats; standardization of documentation, and publication of documentation including production of graphics, tables, photographs, maps, statistics, and illustrations. Senior-level managers within the TBC Solutions organizational structure also have significant management experience in the general areas of contract management and technical assistance. These managers have performed oversight duties for a wide variety of projects for both commercial firms and government agencies.



CURRENT & PAST CLIENTELE

Client	Scope of Work	Contract Value
Office of the Special Trustee for American Indians & Bureau of Indian Affairs	Development of procedural handbooks designed to provide national standards for management of trust assets	\$306,000
Office of the Special Trustee for American Indians & Bureau of Indian Affairs	Analysis of standard operating procedures to determine elements of interdependency and cross-cutting relationships	\$277,000
Department of the Interior Office of the Secretary	Preparation and publication of the Fiscal Year 2005 Executive Summary of the Department's Performance and Accountability Report	\$37,000
Office of Wildland Fire Coordination	Preparation of reports and presentations for the interagency Wildland Fire Leadership Council	\$29,000
Office of Policy, Management, and Budget	ID/IQ contract to provide writing and editing services for all Department of the Interior offices	\$4,000,000
Office of Wildland Fire Coordination	Preparation of the long-term strategic plan for use of aviation assets in wildland fire management	\$24,000
Gannett Fleming, Inc.	Peer review and technical assistance services required by the Region IV office (Federal Facilities Branch) of the U.S. Environmental Protection Agency	\$44,000
BNG America (formerly BNFL)	Development, editing, and publication of numerous Requests for Equitable Adjustment related to the Three-Building D&D Project at the K-25 Site	\$199,000
Bureau of Indian Affairs	Preparation of 2006 Performance and Accountability Report and Executive Summary	\$44,626
MS Technology, Inc.	Coordination and preparation of technical and management proposals for operation and maintenance services at the Army Corps of Engineers Carters Lake facility	\$5,000
Security Engineers, Inc.	Coordination and preparation of GSA Multiple Award Schedule application for guard services contract	\$5,000