

# CAPABILITY STATEMENT

## Company Data

Thomas & Reed, LLC was established in 2004. T&R is centrally located in Indianapolis, Indiana.

**DUNS:** 114144632

**CAGE:** 32FM3

### NAICS Codes:

**541211** - Offices of Certified Public Accountants

**541214** - Payroll Services

**541219** - Other Accounting Services

**541519** - Other Computer Related Services

**541611** - Administrative Management and General Management Consulting Services

**541612** - Human Resources Consulting Services

**541618** - Other Management Consulting Services

**561320** - Temporary Help Services

**624190** - Other Individual and Family Services

## Certifications

MBE certified by City of Indianapolis and State of Indiana; DBE certified by INDOT; MBE by NMSDC



8(a) Certified by the Small Business Administration

## Contact Information

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President & CEO  
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**Thomas & Reed, LLC**  
**Our Clients' Success Is Our Success!**

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## Capabilities

### Experts In:

- Auditing and review, accounting, bookkeeping, budget preparation and analysis, financial services, tax preparation/compliance services and fixed asset management
- Staffing, temporary help, and human resources services
- Compliance and monitoring, controllership / CPA Oversight Services and internal controls evaluations
- Construction accounting services and project management
- Management consulting, portfolio management and investment advisory
- Consulting with clients regarding efficiency improvements for cost reductions and Chapter 7 and 11 bankruptcy proceedings
- Overhead Rate Consulting (Safe Harbor, Compiled Overhead, and FAR Compliant Overhead Rates)
- Ensuring government compliance with corporations, partnerships, government agencies, not-for-profits, and individuals

## Differentiators

### Located centrally with key affiliates in Chicago, IL and Washington, DC

- More than 175 years of combined experience successfully providing accounting and consulting services in the public and private sector
- Registered to do business in District of Columbia, North Carolina, Washington, Maryland, Kentucky, Georgia, Texas, Ohio, Colorado, Illinois, Virginia & Hawaii
- Dedication to quality, commitment to excellence and results has earned us a reputation for excellent customer satisfaction while contributing to their success
- Value-added business approach stresses long-term customer relationships, a quick response to rapidly shifting business environments, and on-time/on-budget delivery of services

## Representative Clients

### Rated outstanding by our clients and partners!

- Department of Commerce, International Trade Administration
- Department of Homeland Security, Customs & Border Protection
- Department of Housing & Urban Development (HUD)
- State of Indiana
- City of Indianapolis
- Indianapolis Airport Authority
- Indiana State Board of Accounts
- IndyGo Public Transportation Corp
- Michigan Department of Transportation (MDOT)
- Transit Authority of River City (Louisville, KY)
- Indianapolis Housing Agency
- CliftonLarsonAllen
- Crowe
- Katz, Sapper & Miller
- BKD



## Past Performance

### Department of Homeland Security, U.S. Customs and Border Protection

#### Financial/Audit Support Services



Provided professional services support to the Front Office of the Office of Facilities and Asset Management (OFAM), Organizational Resources and Support (OR&S) Division.

Team increased efficiencies and minimize the Divisions/PMOs' administrative responsibilities. Provided on-site staffing at OFAM facilities in Texas, Indiana & Washington, D.C.

Performed risk assessment & other program inputs to develop & execute a plan for internal program reviews, corrective actions to address identified gaps/weaknesses. Collaborated with program owners on oversight & testing internal controls.

Developed & maintained OFAM policies, procedures & processes (PPP). Created & maintained audit management & reporting database, & analytical tools. Collaborate with development of strategic solutions, driving efficiencies & innovation. Assisted with integration of best industry practices.

Developed, maintained OR&S SharePoint pages & automated systems. Provided troubleshooting & training on SharePoint related issues. Managed taskings inbox, taskers, & taskings SharePoint page. Coordinated Branch Specialist presentations of Day One Orientation sessions.

Total value of the contract is \$2,846,662.

### Department of Commerce, International Trade Administration

#### Global Markets Training & Development Branch Admin Support Services



T&R provided a Program Analyst to assist with the management of various training programs, Unit Training Accounts training, & development initiatives.

We managed the processing & tracking of training program requisitions. All training requests must be pre-approved using the proper request forms. Our personnel were responsible for:

- Reviewing training requests submitted by GM Regions/Units
- Meeting UTA training requirements, completed correctly & approvals acquired
- Saving forms & information to SharePoint
- Developing an Excel tool to track usage by Region/Unit
- Ensuring each GM Region/Unit maintains their FY allotment
- Assisting employees throughout the process
- Maintaining employees' training completion certificates
- Submitting weekly training & funding activity status reports

Conducted weekly & bi-weekly calls with GM Region/Units to review requests, issues & provide training activity updates.

Supported GM Chief Learning Officer to develop performance improvement measures and arrange for training to maintain & improve employees' job skills.

The contractor shall prepare for and participate in weekly virtual Status Meetings with OFSHC/T&D.

### Department of Commerce, International Trade Administration

#### Market Research Analyst Support Services



Created a high-performing Market Research team including a Program Manager, Analyst Specialists & Part-Time Assistants as well as provided guidance utilizing our Team's experience.

A key factor was the conversion of work from a student-run program to a federal program expanded across the U.S.

Team is conducting international trade/export business development market research, analysis, report writing, and training. These reports have proven to provide customers with real value by identifying export opportunities and how best to approach these new markets.

Personnel meet with the customers to identify the needs and requirements. We then utilized secured sources and databases to gather the information. The Team then analyzed the information and made assessments based of customer requisites in order to create reports.

Interim and final reports were then presented to the clients and joint activities were then carried out.

We were also charged with managing the organizations training center and with the promotion of the work as this program was expanded across the entire U.S.

### Housing & Urban Development, Ginnie Mae

#### Financial Audit Services



T&R participated on an audit of Ginnie Mae, Government National Mortgage Association within the Department of Housing & Urban Development (HUD).

As a subcontractor on this audit, we were engaged to support the assessment by gathering, analyzing and assessing the internal controls and document our findings and recommendations. We reviewed the financial positions to ensure accordance with OMB Super Circular A-123 for internal controls generally accepted accounting principles (GAAP).

Key activities included:

- Assessing internal accounting and administrative control systems for reasonable assurance that financial statements are free of material misstatements
- Financial data gathering, analyzing, reconciling and auditing information from various sources
- Eligibility testing, financial data gathering and analyzing, reconciling and auditing information from various sources.
- Preparing management and internal control letter that included best practices suggestions to be implemented
- Ensuring compliance with the industry's laws, regulations and statutes
- Preparing audited financial statements with opinion letter and notes