



THE DMP GROUP LLC

Certified Public Accountants & Management Consultants

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CAPABILITIES STATEMENT

THANK YOU for the opportunity to share our services with you!

BACKGROUND AND EXPERIENCE

The DMP Group, LLC (DMP) is a full service Certified Public Accounting and Management Consulting Firm located in Washington, D.C. We provide business consulting, auditing, accounting, tax, training, and transportation consulting services to a variety of clients in the private and public sectors. DMP offers experience, leadership, integrity, and a commitment to excellence. Collectively, the DMP team has over 15 years of "Big Four" audit and public accounting experience, over 50 years of accounting and tax experience, over 65 years of Human Resources, Organization Development and training experience, and 60 years of transportation consulting experience.

DMP is dedicated to consistently meeting the consulting, auditing, tax, and transportation management needs of our clients. We continue to provide solutions that positively impact our growing client base in the following industries:

- Government
- Not-for-profit
- Construction and Real Estate
- Health Care
- Sports & Entertainment
- Professional Services
- Public Transportation
- Retail
- Churches
- Restaurant and Food Services

Our commitment to excellence and quality service has remained our firm's foundation since our inception. We believe the clients and business communities we serve recognize this commitment. We appreciate the opportunity to present a summary of the firm's capabilities and qualifications, and we welcome the opportunity to put our commitment to work for your organization.

COMPANY ORGANIZATION

Our firm is organized into four operating groups: Consulting, Audit, Tax, and Transportation Management. Each group functions under the supervision of a senior manager who reports directly to one of the firm's partners. Our management team includes personnel from several of the "Big Four" CPA Firms including Price Waterhouse Coopers and Deloitte and Touche. In addition, several management personnel have prior management experience with Fortune 500 companies in the disciplines of Internal Audit, Financial Management, and Information Technology. Our experienced management team provides effective project leadership, guidance, and oversight to ensure consistent delivery of quality services.

Professional Services

Consulting Group

We recognize that consulting services require a high degree of experience, broad point of reference, and in many cases, specialized training. Therefore, we have carefully developed a consulting team comprised of experienced individuals with complementary strengths. This gives us technical breadth and creative flexibility when it comes to solving customers' problems. Our core competencies in this area include:

Financial Services

- ❑ Business consulting and management advisory services
- ❑ Operational and profitability Studies
- ❑ Internal control and administrative control studies
- ❑ Accounting policy and procedure manual development
- ❑ Corporate and non-profit financial planning
- ❑ Asset due diligence and valuation review
- ❑ Grant close-outs and resolutions
- ❑ Non-profit 501c3 application preparation
- ❑ Preparation of monthly detailed general ledgers
- ❑ Preparation, administration, and analysis of company payroll
- ❑ Reconciliation and analysis of accounts on a monthly basis
- ❑ Compilation of financial statements and financial statements with notes
- ❑ Compilation of pro forma financial statements
- ❑ Compilation of special purpose financial statements
- ❑ Cash account analysis and reconciliation
- ❑ Technical Support
- ❑ Analytical services

All financial statements are reviewed by management personnel for compliance with generally accepted accounting principles. Since we maintain frequent contact with our clients, we are able to assist management with other projects, such as the preparation of financing requests, development of a system of internal controls, development of asset management systems, and establishment and review of systems required to maintain documentation for compliance with government regulations where applicable.

Business Consulting and Management Advisory Services

Human Resource Consulting

- ❑ Recruiting/Staffing
- ❑ Employee Relations
- ❑ Compensation/Benefits
- ❑ Labor Relations
- ❑ Legal/Compliance

Training

- ❑ Leadership Skills
- ❑ Supervisory Skills
- ❑ Customer Service Skills (*Snippets*®)
- ❑ Diversity Training
- ❑ Relationship Skills
- ❑ Competency Models

Team Effectiveness

- ❑ Team Building
- ❑ Facilitation
- ❑ Group Norms
- ❑ New Leader Assimilation
- ❑ Role Clarification

Organization Effectiveness

- ❑ Change Management
- ❑ Structure & Design
- ❑ Performance Management
- ❑ Succession Planning
- ❑ Strategic Planning

Individual Effectiveness

- ❑ Leadership Development
- ❑ Coaching/Mentoring
- ❑ Career Planning
- ❑ 360° Feedback
- ❑ Development Planning

DMP helps our clients build highly successful enterprises by developing solutions that affect People, Process, and Performance. As a partner, DMP develops and implements solutions that are innovative, experience-based, research-backed, and bottom-line focused. Our Business Consulting and Management Advisory services can help your organization:

- ❑ Increase productivity and performance
- ❑ Retain the best employees
- ❑ Become and “Employer of Choice”
- ❑ Expand the talent pool
- ❑ Effectively manage change
- ❑ Improve processes
- ❑ Align the system

Audit Group

DMP has significant experience in performing audits of governmental and other non-profit organizations. We have particular experience in the area of government compliance reviews. DMP principles have worked extensively with the Department of Transportation’s Federal Transit Administration performing compliance reviews of transit systems throughout the United States. Compliance areas include Triennial and Civil Rights

(Title VI, EEO, DBE) reviews. Additionally, the firm's principals have conducted Financial Management Oversight reviews for the DOT's Office of Inspector General.

We are particularly qualified to perform the following:

- ❑ Internal Audits
- ❑ Compliance Auditing and Reviews
- ❑ Internal Control Reviews (OMB Circulars A-123, A-127)
- ❑ Audits of State and Local Governments (OMB Circular A-128)
- ❑ Audits of Institutions of Higher Education and Other Nonprofit Institutions (OMB Circular A-133)
- ❑ Programmatic Reviews
- ❑ Management and Operational Auditing, and
- ❑ Agreed upon procedures and audit reports

Our firm also has extensive experience with the following selected OMB Circulars:

- ❑ OMB Circular A-87 – “Cost Principles for State and Local Government”
- ❑ OMB Circular A-110 – “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations”
- ❑ OMB Circular A-122 – “Cost Principles for Nonprofit Organizations”

Tax Group

DMP tax practitioners have over 20 years experience providing tax services to individuals and corporations alike. Our comprehensive tax services and solutions include:

- ❑ Income tax preparation for corporations, trusts, partnerships, estates, non-profits, sole proprietorships, and individuals.
- ❑ Preparation of federal forms required annually for payroll transaction, including W-2, W-3, 1099's, 1096, and 940 forms
- ❑ Preparation of quarterly employment compensation statistics and quarterly tax reports
- ❑ Pension and profit sharing plans, and
- ❑ Tax planning and auditing

Transportation Management Group

Our transportation professionals offer a broad range of experience in public transportation management, planning and operations. Our consultants have worked as transit managers, responsible for day-to-day operations as well as outside experts offering solutions to transit systems ranging from small agencies like the Charleston (SC) Area Transit System to more complex transit operators such as the Chicago Transit Authority. Recently, DMP has focused its expertise in conducting compliance reviews of transit systems for the Federal Transit Administration.

DMP currently provides services or has provided services to the following entities:

- ❑ Federal Transit Administration, Office of Oversight, Washington, D.C.
- ❑ Federal Transit Administration, Office of Civil Rights, Washington, D.C.
- ❑ Federal Transit Administration, Office of Research, Demonstration and Innovation, Washington, D.C.
- ❑ City of Alexandria, Office of Transit Services
- ❑ Transportation Research Board, Washington, DC.

Specialized Services

While we provide a variety of financial and information management services to many business types in many industries, our firm specializes in providing financial management services to the real estate and construction & development industries.

Construction & Development Financial Services

Our accounting professionals have extensive training and experience in the construction & development industry. Our expertise in this area separates us from most accounting firms and demonstrates our ability to apply our skills and knowledge to unique business circumstances and specialized industries. Those familiar with the construction & development industry understand the unique accounting challenges and circumstances facing most construction companies.

Our personnel are well equipped to address the following industry-specific challenges:

- ❑ Job costing
- ❑ Joint-venture project accounting
- ❑ In-house and outsourced development project accounting
- ❑ Certified payroll reports
- ❑ Bookkeeping
- ❑ Internal Auditing
- ❑ Special financial statement compilations, and
- ❑ Bonding acquisition assistance

Additionally, our firm is experienced in using many of the industry's leading accounting software packages, including Timberline.

Estate Management and Planning Services

DMP serves as Personal Representative for estates and trusts. In this capacity we provide fiduciary responsibilities, including:

- ❑ Management of estate and/or trust assets
- ❑ Interaction with and reporting to local probate courts, including the Superior Court of the District of Columbia Probate Division

- ❑ Responding to audit inquiries
- ❑ Estate tax planning
- ❑ Asset accounting and reporting
- ❑ Retirement planning
- ❑ Education funding
- ❑ Charitable giving

1031 “like-kind” Exchange

Generally, a 1031 exchange is a great way to defer capital gains when you sell one home, vacant lot or income producing property to buy another. As an experienced Exchange Facilitator, our firm performs 1031 exchanges for individuals and businesses seeking to reduce their tax liability when selling personal or commercial property.

DISTINGUISHING CHARACTERISTICS

Focus

Our services are clearly defined. At DMP we do not claim to do everything. We know our strengths and we understand our role in supporting the successful organization. DMP provides the following three services:

- ❑ Sound financial systems management and cash flow optimization
- ❑ Decision support
- ❑ Compliance

Flexibility and Responsiveness

DMP can help your organization successfully manage small and large projects quickly. Our team of experienced professionals with complementary strengths, along with our network of associated professionals, enables us to quickly make a positive impact on your operation. DMP quickly mobilizes qualified resources and helps respond to urgent and changing circumstances.

Value

DMP professionals offer your organization “Big Four” experience without the “Big Four” rates.

Technology

DMP's information technology engineers work closely with our finance and accounting team to offer cutting edge financial management tools. Our ability to effectively incorporate and leverage technology to realize efficiencies, reduce administrative overhead, and save money further defines our value proposition.

Solutions

At DMP we are committed to forward thinking solution design. The ability to adapt is crucial to the success of both profit and nonprofit organizations. DMP strives to provide your organization with solutions that allow for change and growth.

CONTRACTING VEHICLES

- ❑ Small Business Administration - 8a Certified
- ❑ General Services Administration Financial and Business Solutions Contract #GS-23F-0204P
- ❑ District of Columbia Local Small and Disadvantaged Business Enterprise
- ❑ Metropolitan Washington Airports Authority (MWAA) Local Disadvantaged Business Enterprise

QUALITY CONTROL

In accordance with our firm's "COMMITMENT TO QUALITY SERVICE" we have adopted a set of quality control policies and procedures to assure our clients consistent results that meet the highest standards of our profession. These standards require our staff to participate in continuing professional education to keep pace with the changing laws, regulations and trends affecting our profession. We have continued to update our knowledge of the standards promulgated by the American Institute of Certified Public Accountants, Financial Accounting Standards board, Governmental Accounting Standards Board, Federal registers and other special rules and regulations affecting our clients. To meet these criteria all staff is required to obtain forty (40) hours of continuing professional education each year.

As further evidence of our firm's "COMMITMENT TO QUALITY SERVICE" we have designated one of our firm's Directors as Quality Assurance Coordinator. His prior experience includes twelve years of business management and quality assurance oversight.

SUMMARY

The DMP Group is dedicated to consistently meeting the consulting, auditing, training, tax, and transportation management needs of our clients. Conceptually, we like to think of ourselves as a highly capable business infrastructure services provider. We do the hard work that results in a solid financial and organizational foundation – a foundation that will support your organization now and in the future.

Our commitment to quality service has remained our firm's foundation since our inception. We believe the clients and business communities we serve recognize this commitment.

We appreciate this opportunity to present a summary of the firm's capabilities, and we welcome the opportunity to put our commitment to work for your business or organization. Should you need to discuss any of our service offerings or capabilities in greater detail, please contact us in our Washington, DC office at 202-726-2630.

Thank you for your time and consideration.