



Capabilities Statement

Contracts Management Enterprises, LLC (CMENT) is committed to listening to understand each client's vision and objectives, then adopt these as our own. We deploy our team to aid in achieving each customer's goals with measurable results. Our clients are our focus. Therefore, our management consulting services are tailored to achieve your organization's goals.

Company Profile

Small Business Designations

- SBA 8(a) Certified (exit 03/12/2030)
- SBA EDWOSB Certified
- SBA HUBZone Certified

Active SAM Registration

UEI: K8MEKVC4Z3R8
CAGE: 7MT21

NAICS

541219, 541511, 541512, 541611,
541613, 541618, 561110,
561320 & 611430

GSA Multiple Award Schedule (MAS):

47QRAA22D00E4
SIN: 541611, OLM

Contact Us:

Rita Caldwell, President
E-Mail: rcaldwell@cment-llc.com
Phone (301) 806-4056

Phillip Caldwell, Vice President
E-Mail: pcaldwell@cment-llc.com
Phone: (301) 613-9097

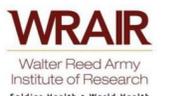
www.cment-llc.com



Client List



Smithsonian Institution



Core Competencies

Full Lifecycle Acquisition Services

- Pre-Award (planning, requirements development, evaluation)
- Contract Award Support
- Post-Award (Administration, De-Obligation & Closeout)
- DAWIA Professional; FAC-CI – III and 1102 Professionals

Acquisition Policy and Process Development

- Policy development and revision
- Standard Operating Procedure (SOP) and template creation
- Emergency/contingent acquisition policy & process development
- Contract file audits

Financial Management, Accounting & Budget

- General accounting & audit support
- Financial analysis and report preparation
- Payroll payment execution
- SOPs and training development for financial management processes

Grants Management Support & Compliance Services

- Pre-Award (Planning, requirements definition, federal notices, evaluation)
- Technical assistance and compliance (2 CFR 200 & agency regulations)
- Closeout to include file management and compliance reviews

Grants Payment Processing

- Processes grantee payments and reconcile grantee accounts
- Record and maintain financial data and audit records
- Customer service to grantees

Grant Policy and Process Development

- Documents and streamlines grant policy for compliance
- Grant file audits
- Grant document template creation

Systems Development, Administration & Helpdesk Support

- Develop work progress trackers, dashboards and ticketing systems
- Troubleshoot technical issues with contract writing systems

Technical Writing, Proposal Development and Professional Training

- Acquisition lifecycle training (for PMs, CORs, Contract Specialists)
- Proposal development
- Tailored professional services & training