



## CAPABILITY STATEMENT

<b>Company Overview/Core Competencies</b>	<b>Year Established</b>
<p>Buchanan &amp; Associates is a diversity program management firm that provides contract compliance, labor compliance, and business infrastructure development planning services to small businesses as well as supplier diversity contract providers. Our primary focus is to assist businesses in developing the tools and systems required to help them transition from an informal way of doing business to a formal system that is fully functional, resulting in self-sufficiency, business-readiness, and a contract-readiness status.</p> <p>Buchanan &amp; Associates provides step-by-step guidance to clients so that they will develop competency and compliance in the four vital areas of a successful business which are: Business Planning; General Operations Management; Business Development &amp; Marketing; and Cash Flow Management.</p>	2006
<b>Target Clients</b>	<b>Business Structure</b>
<p>Public works contract providers (sustainable buildings), public utilities, supplier diversity contract providers, green technology, construction management prime contractors, subcontractors, existing businesses, and start-up businesses (all trades).</p> <p><b>INDUSTRIES:</b> Education and Training, Public Works [<i>Business Development, Business Outreach / Community Outreach</i>], Construction, Cookie / Bakery, Medical, Manufacturing, Professional Services, Public Utilities, Restaurant &amp; Catering, Retail, and Transportation.</p>	Sole Proprietorship
<b>Features &amp; Benefits/Differentiators</b>	<b>CAGE Code</b>
<p><b>Features &amp; Benefits:</b> More than 20 years of industry knowledge being applied in the implementation of our trademarked business infrastructure system to dramatically improve clients' current business operations; possess internal knowledge of public works contract providers' procurement and labor compliance processes; we manage the administration of the contractor's reporting responsibilities so that he/she doesn't have to; this allows contractors to focus on running the day-to-day aspects of their business; assist contractors accurately complete required paperwork and reports in order to and remain in compliance; help primes receive progress payments much faster. <b>Differentiators:</b> Our consultants possess the passion/dedication to help businesses grow; we provide step-by-step hands-on business development guidance to clients, not only do we assist but we also educate clients; develop clients from a ready-to-do business status to contract-readiness status. B&amp;A houses an existing DBE/SBE mentorship program that prepares pre-qualified and contract-ready firms.</p>	4ZWG5
<b>Past Performance By Client (Partial List)</b>	<b>D &amp; B #</b>
<p><b>Transportation:</b> Exposition "EXPO" Construction Authority Light Rail Phase 1 &amp; 2 Project; Los Angeles County Metropolitan Transportation Authority "METRO."</p> <p><b>School Districts:</b> Los Angeles Community College Districts (LACCD), Los Angeles Unified School Districts (LAUSD), and Pepperdine University Law School Micro-enterprise Program.</p> <p><b>Local Government:</b> City of Los Angeles Mayor's Office (LAMBOC),</p> <p><b>Utilities:</b> The Gas Company - Sempra Energy Utilities Diversity Program.</p> <p><b>Community-Based Organizations (CBOs):</b> Valley Economic Development Center (VEDC), Latin Business Association (LBA), Asian Business Association (ABA), CHARO CDC, and PACE-LA Business Development Center.</p> <p><b>Small Business Clients:</b> Vincor Construction, IPI Corporation, Metro Electric Co., Inc., Cedar Financials, Girard &amp; Peterson Towing, D.F. Perez Construction, Med West, Inc., R &amp; F Fire Protection &amp; Plumbing, Belle Biscotti Baking Co., and Dreamweaver Medical Group.</p>	782258805
<b>Accomplishments and Recognition</b>	<b>Certifications</b>
<ul style="list-style-type: none"> <li>• Certificate of Recognition for assisting businesses in <b>securing \$35 million</b> in Public Works Contracts - Valley Economic Development Center, Van Nuys, CA</li> <li>• Assisted SBEs in obtaining more than <b>\$21.7 million</b> in public works contracts, and <b>\$7.7 million</b> in bonding at LAUSD.</li> <li>• \$4 million in contract awards to L/SBE/DBE firms; set-up LACCD mentorship program.</li> </ul>	<p><b>CBE/MBE</b> - County of Los Angeles, Office of Affirmative Action</p> <p><b>DBE/MBE</b> - CPUC Public Utilities Commission, Sempra Energy Utility</p> <p><b>DBE</b> - Disadvantaged Business Enterprise; Metro</p> <p><b>SBE</b> - Small Business Enterprise; Metro</p> <p><b>SBE</b> - State of California, Office of Small Business</p> <p><b>SBE</b> - Port of Long Beach</p>
	<b>Accepted Payment Format</b>
	Cash, Check, Electronic Funds Transfer, and PayPal
	<b>NAICS CODES</b>
	<p><b>PRIMARY:</b></p> <p><b>541611</b> - Business Management Consulting Services, - Business Start-up Consulting Services, - Administrative Management Consulting - Strategic Planning Consulting Services</p> <p><b>541720</b> - Business Research and Development Services</p> <p><b>561410</b> - Document Preparation Services</p> <p><b>611430</b> - Professional and Management Development Training</p>
	<b>SIC CODES</b>
	<p><b>8742</b> - Business Management Consulting Services - Strategic Planning Consulting Services</p>
	<b>Contact Information</b>
	<p>Gilbert Buchanan, MA Principal Consultant/Owner</p>
	<b>Buchanan &amp; Associates</b>
	<p>560 W. Main Street, Suite C#105 Alhambra, CA 91801 Telephone: (626) 533-1186 Fax: (626) 249-5434 Email: <a href="mailto:gilbert@TheBuchananGroup.net">gilbert@TheBuchananGroup.net</a> Website: <a href="http://www.TheBuchananGroup.net">www.TheBuchananGroup.net</a></p>



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Following is a summary of services offered by Buchanan & Associates:

### Services to Small Business Clients:

#### BUSINESS DEVELOPMENT

- Labor Compliance Monitoring and Reporting
- Contract Compliance & DBE/SBE Program Management
- Company Set-Up and Corporate Compliance Requirements
- Company Infrastructure Development (Best Practice)
- Employee Handbook Development
- Develop Injury & Illness Prevention Program (IIPP)
- Operational Plan / Standard Operating Procedures (SOP)
- Develop Statement of Qualifications (SOQ)
- Financial Break-Even Analysis Systems
- Gross Profit Margin System Development
- Milestones and Action Plan Development

#### BUSINESS PLAN WRITING

- Comprehensive (Premium)
- Basic (Standard)
- Do-it-Yourself (Pre-developed templates offered)
- SBA 8(a) Business Plan for Business Development Program Participants

#### CERTIFICATIONS

- Prepare and Package SBA 8(a) Certification Applications
- Prepare Disadvantaged and Minority Business Enterprise (DBE/MBE) Certification Applications
- Prepare and Package Small Business Enterprise (SBE) Applications
- Prepare and Package DVBE and Service Disabled Veteran Applications

### Services to Public Works and Commercial Clients:

#### PROGRAM DEVELOPMENT AND MANAGEMENT

- Small Business Diversity and DBE/MBE Program Management
- Good Faith Effort Program Management and Monitoring
- Construction Contract Goal Setting, Tracking, and Monitoring
- DBE/SBE Mentor-Protégé Program Development and Management
- Commercial Useful Function Compliance
- Contract Compliance Tracking and Monitoring
- Close-out Audits
- Labor Compliance Monitoring, Enforcement, and Management

#### WORKSHOPS, ENTREPRENEURIAL TRAINING, AND SEMINARS

- Writing Dynamic Business Plans
- General Operations Management (Setting-up Systems and Operating Procedures)
- Developing Your Firm to Obtain Government Certifications
- How to Set-up and Manage the Financial Structure of Your Business
- Setting-up Your Legal Structure and Administrative Controls
- Obtaining and Managing Contracts
- Preparing Small Businesses to Achieve Contract-Readiness

#### BUSINESS AND COMMUNITY OUTREACH

- Develop and implement Boot Camp training programs to teach subcontractors how to conduct business with contract providers
- Develop and implement Outreach Program Plans for contract providers and prime contractors
- Perform program management and compliance enforcements to ensure vendors/contractors adhere to program objectives
- Conduct public information sessions with business owners and key local community groups to achieve program outcomes
- Establish strategic partnership with community-based organizations and local stakeholders
- Coordinating and hosting community meetings and analyzing project status and next steps planning objectives
- Reporting program status to Board of Trustees and addressing community concerns at Citizen Oversight Committee meetings

**VISION:** To become the premiere small business planning and program management firm responsible for developing high-performing small businesses that achieve success through the implementation of our unique business infrastructure development system.

**MISSION:** To provide small businesses and supplier diversity contract providers with comprehensive support services in labor compliance, contract compliance, mentorship, and business infrastructure development programs that are tailored to meet each client's specific needs.

We will also help small businesses elevate business performance to achieve contract-readiness status, and expand market share by incorporating our trademarked Business Infrastructure System (BIS).

We will help diverse small businesses develop competency in four key areas: Business Planning; General Operations Management; Business Development & Marketing; and Cash Flow Management.