

Overview

Sunset Design & Programming, Inc. is a woman-owned small business that was formed in 1998. We specialize in online training, website creation and maintenance, database management, and the automation of processes and procedures.

Sunset Design's commitment to quality is exemplified by our continuous efforts to enhance how we do business. We strive to constantly improve our business processes in order to exceed customer requirements and expectations. This has been demonstrated through outstanding performance evaluations for our excellence in providing IT technical support services.

Skill Sets

Sunset Design is comprised of a team of highly skilled individuals. All employees have been granted security clearances and have experience handling PII and sensitive information. We also complete Privacy Act and Information Assurance Awareness Training courses each year to ensure all content handled remains secure. We specialize in the following:

Web Application Development/Programming

Design, program, and implement Internet and Intranet web-based applications. This encompasses the development of both front-end websites and back-end data management components. Special attention is paid to ensure web applications are compatible with all major web browsers and web server technologies. We ensure all websites and trainings are compliant with current regulations, policies and are 508 compliant. Solid knowledge of programming languages such as HTML, XML, Active Server Pages (ASP), PHP, .Net, JavaScript, Java Applets, SharePoint, Oracle Portal, VBScript, and Visual Basic. Experienced with databases such as Oracle 11g, Microsoft SQL2012, and Microsoft Access.

Graphic Design

Support client specifications for the production of original designs, layouts, sophisticated graphics, and technical illustrations. Experience with 4-color process printing, photographic techniques, desktop publishing, and electronic pre-press. Translate graphics media into required electronic formats for publishing in either hardcopy or online mediums. Competent in programs such as QuarkXPress, Adobe InDesign, Illustrator, Photoshop, Flash, and various word processing applications.

Acquisition Subject Matter Expertise

Conduct acquisition research, ensure the use of proper technical terminology, and required government formatting standards are met. Expert acquisition training, curriculum development, and acquisition business process development and management. Perform contract audit services with a focus on regulatory compliance. Produce professional quality documentation, functional descriptions, specifications, user manuals, processes/procedures, training materials, or any other client documents/deliverables. Translate technical information into clear, readable forms to be used by technical and non-technical personnel.

Quality Control

Conduct reviews, project audits and process checklists to verify that deliverables are of acceptable quality and that they are complete and correct. If deviations are identified, recommendations are made and actions are undertaken, thereby ensuring customer's expectations are met.

Project Management

Manage assigned projects to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Organize, delegate and track tasks to be completed, including oversight of quality control efforts, timeliness, and resource levels.

Information Assurance and Security Services

Ensure confidentiality, integrity, authentication, availability, and non-repudiation of information and information systems. Experienced and knowledgeable of the latest DoD, DoN, ICS, NIST and FISMA standards. Proficient with vulnerability assessment tools. Proven Security Program and Project Management; Compliance and Risk Management through Continuous Monitoring; Security policy development and implementation; Certification and Accreditation (C&A) support; Plan of Action and Milestones (POA&M) development and maintenance; Risk and vulnerability assessment with penetration test & analysis; Finding/Weakness validation and mitigation; System security plan development and review; Security awareness training.

Security engineers hold appropriate Security clearances and meet DoD Directive 8570.1 requirements. They also maintain Certified Information Systems Security Professional (CISSP), Certified Authorization Professional (CAP), Certified Ethical Hacker (CEH) and Certified Penetration Tester (CPT) certifications.

Past Projects

Online Training

Sunset Design has created numerous online training courses and web-based information presentations for Naval Facilities Engineering Command - NAVFAC, Naval Sea Systems Command-NAVSEA, Headquarters Marine Corps (HQMC), Department of the Navy Acquisition Career Center - NACC and Department of the Navy Civil Human Resources - OCHR.

The online training courses and information presentations consist of an on-screen animated presentation with a corresponding voice-over narration of the material. Course material is developed based on client requirements. Experienced copywriters create the content, voice over professionals record the script narrative, and programmers animate the content. Study guides and/or course transcripts are created and posted to the training website for students to download. A resources page is provided for students to access additional resources on the information presented. The highest level of testing is performed to ensure each training course is fully Section 508 compliant, including closed captioning and screen reader capabilities which adhere to current Section 508 standards.

The online training courses are divided into lessons or training modules and include quizzes and/or knowledge checks. Some courses require the participant to achieve a passing score on a quiz before they will be able to move on to the next lesson or training module.

The training courses are structured so that participants register for each course through Total Workforce Management System (TWMS), or Navy eLearning (Nel). The web-based information presentations are housed on the client's website for access by all of the client's employees and/or customers.

Sunset Design also produced dozens of Webcasts for the Commander of NAVFAC and disseminated them across the entire command to an audience of over 15,000 employees.

Online training/information web-based presentations created by Sunset Design include:

Logistics

Integrated Logistics Assessment (NILA) - NAVSEA
Principles of Logistics - NAVSEA
Program Support Data (PSD) - NAVSEA

Acquisition/Contracting

Acquisition Process Overview (NAPO) - NAVSEA
Contracting Officer Authorized Representative (COAR) - NAVFAC
Doing Business with the U.S. Marine Corps - USMC
Intern Supervisor Training - NAVFAC
Introduction to A-76, What You Need to Know - NAVFAC
Introduction to BMS - NAVFAC
Small Business Programs and Required Sources - NAVFAC
Source Selection and Technical Evaluation Board - NAVFAC
Unauthorized Commitments - USMC
Using the Corrective Action Request (CAR) System - NAVFAC

Employee Development/Human Resources

Commonality - NAVSEA
DoN No FEAR Training - OCHR
DoN EEO Training - OCHR
DoN Interim Performance Management System - NACC
DoN POSH/Anti-Harassment Training - OCHR
DoN Training For Supervisors & Managers- NAVSEA
Drug Free Workplace Program (DFWP) - NAVSEA
Engineering and Technical Authority Familiarization - NAVSEA
Ethics Annual Awareness- DoN - Office of General Counsel
Introduction to Program Management - NAVSEA
Journal Vouchers and Standard Business Transactions - NAVSEA
Level I Material Control Program - NAVSEA
NADP Rotations - NACC
NADP Employee Supervisors and Career Field Managers - NACC
NADP for Supervisors and Career Field Managers- NAVSEA
NADP Training for Employees - NACC
Navigating USA Staffing's Selection Manager for NADP - NACC
NAVSEA Naval Nuclear Propulsion Information (NNPI) Training - NAVSEA
NSWCDD Environmental Awareness Training- NAVSEA
Safety in the Acquisition Process- NAVSEA
Supervisor Safety for Administrative Sector - NAVSEA
Supervisor Safety Refresher for Administrative Sector - NAVSEA
SUBSAFE - FBW SCS Annual Awareness Training - NAVSEA
Tier 1 Shipboard Training - NAVSEA
Tier 1 Shipboard Training Submarine Only- NAVSEA
Understanding Naval Nuclear Propulsion Information - NAVSEA
Workplace Violence Prevention - OCHR

Past Projects cont.

Online Training

Cyber Security

Continuity of Operations (COOP) - NAVSEA
Counterfeit Material Prevention Policy- NAVSEA
Cybersecurity 101- NAVSEA
Cybersecurity 201 - NAVSEA
Cybersecurity Workforce: Qualifications and Training- NAVSEA
Cybersecurity Workforce: Contracts- NAVSEA
Cybersecurity Workforce: Staffing and Classification- NAVSEA
DON Transition to Cyberspace Information Technology - NAVSEA
Derivative Classifiers - NAVSEA
Introduction to Controlled Unclassified Information - NAVSEA
NATO Security Briefing - NAVSEA
Web-based Training for Derivative Classifiers - NAVSEA

Financial Management

Accounting and Execution Overview- NAVSEA
Asset Management- NAVSEA
Audit Readiness- NAVSEA
Availability of Funds- NAVSEA
BFM Roles, Responsibilities & Reconciliation- NAVSEA
Introduction to Government Property- NAVSEA
Navy Financial Statements- NAVSEA
Navy ERP Award Approval Online Training - NAVSEA
Navy ERP Supervisor Basics Online Training- NAVSEA
Operating Material and Supplies (OM&S) Overview- NAVSEA
Reimbursable Work Orders (RWO)- NAVSEA
SCN Appropriation Overview- NAVSEA
Transportation Account Codes- NAVSEA
WAWF/iRAPT Acceptor Training- NAVSEA

Construction

CMs in the NAVFAC Organization - NAVFAC
Constructability Reviews - NAVFAC
Design-Build Post Award Process - NAVFAC
eContracts for Construction Managers - NAVFAC
Post Award Kickoff Meeting (PAK) - NAVFAC
Pre-Construction Meeting - NAVFAC
Schedule of Prices, Invoices and Payments - NAVFAC
Submittals and Requests for Information - NAVFAC
Construction Scheduling - NAVFAC
Safety During Construction - NAVFAC
Construction Quality Management (CQM) - NAVFAC
Environmental Considerations - NAVFAC
Contract Modifications, PCOs and Negotiations - NAVFAC
NAVFAC RedZone - NAVFAC
Building Acceptance and Turnover - NAVFAC
CPARS and ACASS/CCASS Evaluations - NAVFAC
Intro to Quality Verification - General Construction - NAVFAC
Process Driven Training Course for FEAD/ROICC Construction Engineering Technician - NAVFAC
Quality Verification - Masonry Construction - NAVFAC
Quality Verification - Concrete - NAVFAC
Quality Verification - Roofing - NAVFAC

Past Projects cont.

Employee Development

Sunset Design has created a series of websites for complete employee career development and management. These applications manage NAVFAC's Total Force Training, Professional Development Center (PDC) intern program, Leadership Development Program (LDP), Acquisition Online, Process Management and Audit Program (PMAP) and Online Surveys.

This allows for viewing course schedules, reading course reviews, paperless student registration, obtaining online supervisor approval, generation of course welcome letters, online training, course progress tracking, receiving course completion certificates, participation in online evaluations, and retrieval of training history for individuals (transcripts). This system tracks DAWIA certifications, contracting officer warrants, and education levels as well.

Employees can view important information regarding their training, development, working experience, career advancement, and other communications.

Administrative features allow inputting course information, setting course schedules, updating student information, and generating reports.

Program managers can augment their workforce through hiring PDC interns and administration of NAIP and NAAP interns. They have the ability to create and manage recruitment plans, including vacancies, positions filled, and pending offers. Program managers can also generate various management reports. Prospective interns can view tentative offer letters and retrieve new hire forms.

The application process was managed by ensuring complete

applications have been received and resumes and transcripts were properly formatted, accessible, and able to be viewed by the client. All applications were reviewed to ensure the applicant's qualifications (work experience, degree, courses completed, Veterans Status) deem them qualified for the positions applied for. Once reviewed, the qualified applications were submitted to the appropriate hiring Command. Prior to posting applications, all Personally Identifiable Information (PII) was removed.

LDP Cadre Members track their progress in the LDP program, notify supervisors of milestone completions, and maintain program-related data. Program Managers and Administrators can oversee progress, maintain program requirements, and generate metrics for reporting.

Information dissemination is achieved through managing Acquisition contact lists, creating mass emails to the contracting community, entering Acquisition policy, and posting relevant news updates and communications.

Business Processes/Courseware/Instruction

Sunset Design's team of subject matter experts drafted new and refreshed current acquisition business management processes and associated flowcharts for the Naval Facilities Engineering Command. In addition, the subject matter experts developed courseware and presented on-site contract course offerings for the Naval Facilities Acquisition Center for Training. This included preparation of all training material such as course outlines and materials, case studies, workbooks, and handouts. Training was conducted using classroom settings, exercises and seminars.

Corporate Systems

Contracting Officer Warrant System

The Contracting Officer Warrant System is a series of websites that process and manage all warrants for the USMC. This enables online submission and approval of warrant applications as well as tracking their status. All warrants are tracked, such as active, terminated, disapproved, warrants with expiration dates, and DAWIA Certification Levels. The system sends email notifications on status changes to stakeholders throughout the process. Warrant Certificates are electronically signed. Reports are available at any stage and all records are archived for historical references.

Health of Marine Corps Field Contracting System (Dashboard)

The Dashboard website was designed as a tool for evaluating the Overall Health of the Marine Corps Field Contracting System. To determine the overall health, five individual systems are evaluated: FPDS, EDA, eSRS, CPARS, and WAWF. Data from each of the five systems is queried and calculations are run based on pre-determined metric parameters. The metric parameters are dynamic and can be evaluated and updated as needed. Metrics include Overall Health by Region, Overall Health by Field Office, and Health by System.

PPMAP

PPMAP is a series of websites for comprehensive PPMAP data management. This system initiates the process by sending out electronic versions of the Pre-Assessment Questionnaire, allows generation of reports while in the field during an on-site visit and standardizes the format of the PPMAP report. Components of the report, such as findings, discussions, recommendations, and best practices, are stored in a database where they can be pulled out and tracked separately without having to re-enter the information in another system. PPMAP Notification Letters are generated and sent out to stakeholders. They are also stored on the site for historical purposes.

Regional Garrison Food Service (RGFS) Contract

The Food Service Survey website was created to gather and analyze data collected from survey administrators. Administrators can input data or view reports. Data analysis reports are generated automatically, and display trends by Mess Hall, Installation, or Region.

The Contract Administration Plan (CAP) website was developed to provide contract management guidance to contracting personnel administering the Regional Garrison Food Service (RGFS) Contract. The processes and templates included in the CAP allow for effective execution of the RGFSC, resulting in improved operational performance and management of resources.