

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 received from the United States Navy, United States Marine Corps and commercial clients 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 and policies, and are 508 compliant. Solid knowledge of programming languages such as HTML, XML, Active Server Pages (ASP), PHP, .Net, Python, ActionScript 3.0, 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. Translate graphics media into required electronic formats for publishing in either hardcopy or online mediums. Experienced in programs such as Adobe InDesign, Illustrator, Photoshop, QuarkXPress, and various word processing applications.

Acquisition Subject Matter Expertise

Produce professional quality documentation or modify existing proposals, special reports, functional descriptions, specifications, user manuals, processes/procedures, training materials, graphics, spreadsheets and any other client documents/deliverables. Translate technical information into clear, readable forms to be used by technical and non-technical personnel. Conduct acquisition research, ensure the use of proper technical terminology, and required government formatting standards 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.

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 the customer's expectations are met.

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; Assessment and Authorization (A&A) support; Plan of Action and Milestones (POA&M) development and maintenance; Risk and vulnerability assessment with penetration test and analysis; Vulnerability validation, mitigation and remediation; System security plan development and review; Security awareness training.

Security engineers hold appropriate Security clearances and meet DoD Directive 8570.1 and emergent DoD Directive 8140 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, Naval Surface Warfare Center Dahlgren Division - NSWCDD, Headquarters Marine Corps - HQMC, United States Marine Corps - USMC, Department of Justice - DoJ, Department of the Navy Acquisition Career Center - NACC and Department of the Navy, Office of Civilian 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.

Online training courses created by Sunset Design are structured so participants register for each course through Total Workforce Management System (TWMS), Navy eLearning (Nel), or Naval Facilities Acquisition Center for Training (NFACT). As new learning management systems (LMS) evolve, our training courses can be easily adapted to be configured to the new environments.

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

Annual Training

- Active Shooter - NAVSEA
- DoN Annual Ethics Training - DoJ
- DoN EEO Training - OCHR
- DoN Interim Performance Management System - NACC
- DoN No FEAR Training - OCHR
- DoN POSH/Anti-Harassment Training - OCHR
- DoN Training for Supervisors & Managers - NAVSEA
- DoN Workplace Violence Prevention - NAVSEA
- Drug Free Workplace Program (DFWP) - NAVSEA
- Safety in the Acquisition Process - NAVSEA
- SUBSAFE - Annual Awareness - NAVSEA
- Supervisor Safety for Administrative Sector - NAVSEA
- Supervisor Safety Refresher for Administrative - NAVSEA

Program Management

- Acquisition Process Overview (NAPO) - NAVSEA
- Controlled Industrial Material Awareness - NAVSEA
- Counterfeit Materiel Prevention Policy - NAVSEA
- Introduction to Program Management - NAVSEA
- Quality Basics and Customer Care - NAVSEA

Security/Cyber Security

- Continuity of Operations (COOP) Overview - NAVSEA
- Cybersecure Control Systems & Networks - NAVSEA
- Cybersecurity 101 - NAVSEA
- Cybersecurity 201 - NAVSEA
- Cybersecurity: Contracts - NAVSEA
- Cybersecurity: Qualifications & Training - NAVSEA
- Cybersecurity: Staffing & Classification - NAVSEA
- DoN Transition to Cyberspace Technology - NAVSEA
- Derivative Classifiers - NAVSEA
- NATO Security Briefing - NAVSEA
- Intro to Controlled Unclassified Information - NAVSEA
- NAVSEA Naval Nuclear Propulsion Information - NAVSEA
- Restricted Data Classifiers - NAVSEA

Logistics

- Integrated Logistics Support - NAVSEA
- Environmental Awareness Training - NSWCDD
- Managing the Sustainment KPP - NAVSEA
- NAVSEA Integrated Logistics Assessment (NILA) - NAVSEA
- Principles of Logistics - NAVSEA
- Program Support Data (PSD) - NAVSEA

Past Projects - Online Training cont.

Construction

Building Acceptance and Turnover - NAVFAC
CMs in the NAVFAC Organization - NAVFAC
Constructability Reviews - NAVFAC
Construction Contract Overview - NAVFAC
Construction ETs in the NAVFAC Organization - NAVFAC
Construction Quality Management (CQM) - NAVFAC
Construction Scheduling - NAVFAC
Contract Modifications, PCOs & Negotiations - NAVFAC
CPARS and ACASS/CCASS Evaluations - NAVFAC
Design-Build Post Award Process - NAVFAC
eCMS - NAVFAC
eContracts for Construction Managers - NAVFAC
Environmental Considerations - NAVFAC
Fire Protection - NAVFAC
Quality Verification - Concrete - NAVFAC
Quality Verification - General Construction - NAVFAC
Quality Verification - Masonry - NAVFAC
Quality Verification - Roofing - NAVFAC
Project Schedule for Construction Mgrs. Part 1- NAVFAC
Project Schedule for Construction Mgrs. Part 2- NAVFAC
NAVFAC RedZone - NAVFAC
Post Award Kickoff Meeting (PAK) - NAVFAC
Pre-Construction Meeting - NAVFAC
Safety During Construction - NAVFAC
Schedule of Prices, Invoices and Payments - NAVFAC
Submittals and Requests for Information - NAVFAC

Engineering

Engineering and Technical Authority Familiarization - NAVSEA
Level I Material Control Program - NAVSEA

Employee Development

Fundamentals for Building Submarines - NAVSEA
Introduction to Reliability & Maintainability - NAVSEA
Machinery Programs and Platforms - NAVSEA
Machinery Research, Logistics and Ship Integrity - NAVSEA
NAVSEA Commonality - NAVSEA
Patents and Technology Transfer Training - NAVSEA
Propulsion, Power & Auxiliary Machinery - NAVSEA
Risk Management Training - NAVSEA
Tier 1 Shipboard Training - NAVSEA
Tier 1 Shipboard Training Submarine Only - NAVSEA
NADP Employee Supervisors & Career Field Mgrs.
- NACC
NADP for Supervisors & Career Field Managers - NAVSEA
NADP Rotations - NACC
NADP Training for Employees - NACC

Acquisition/Contracting

Acquisition Process Overview (NAPO) - NAVSEA
Contracting Officer Authorized Representative - NAVFAC
Cost Analysis for Non-Competitive Contracts - 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 & Required Sources - NAVFAC
Source Selection & Technical Evaluation Board - NAVFAC
Unauthorized Commitments - USMC
Using the Corrective Action Request (CAR) System - NAVFAC
What is an Internal Business Assessment - NAVFAC

Past Projects - Online Training cont.

Financial Management

Accounting and Execution Basics - NAVSEA
Asset Management - NAVSEA
Audit Readiness - NAVSEA
Availability of Funds - NAVSEA
BFM Roles, Responsibilities & Reconciliation - NAVSEA
BFM/Comptroller 101 - NAVSEA
Business Financial Manager (BFM) 101 - NAVSEA
EDW 101 - NAVSEA
Enterprise Data Warehouse (EDW) 101 - NAVSEA
ERP 101 - NAVSEA
Introduction to Government Property - NAVSEA
Journal Vouchers and Standard Business Transactions - NAVSEA
Navy Enterprise Resource Planning (ERP) 101 - NAVSEA
Navy Financial Statements - NAVSEA
Operating Material and Supplies (OM&S) Overview - NAVSEA
Property Management - NAVSEA
Reimbursable Work Orders (RWO) - NAVSEA
SCN Appropriation Overview - NAVSEA
Top EDW Reports - NAVSEA
Top EDW Reports Every BFM Needs to Know About - NAVSEA
Transportation Account Codes (TAC) - NAVSEA
WAWF/iRAPT Acceptor Training - NAVSEA

Past Projects – 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, Veteran 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, ensuring Acquisition policy, and posting relevant news updates and communications.

Past Projects – Business Processes

Sunset Design was tasked to work with the NAVFAC Business Management System (BMS) Team to design new and revise existing templates and instructions for contracting processes to ensure format standardization for all processes, owners and users. Duties included, but were not limited to:

- Defining acquisition business processes in coordination with NAVFAC field personnel.
- Applying process improvement and reengineering methodologies and principles to conduct process modernization projects.
- Facilitating project teams in the accomplishment of project activities and objectives.
- Providing group facilitation, training, and additional forms of knowledge transfer.
- Serving in capacity of key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.
- Creating new/revising existing acquisition business processes using the guidelines delineated in NAVFAC Instruction 5200.38, and BMS Templates.

Sunset Design's Subject Matter Expert (SME) team member acted as the liaison between the Director of ABMG (the Process Owner Team, Lead for NAVFAC acquisition processes), and individuals who were assigned to write new or refresh existing contracting processes. Sunset Design's SME team member worked with the process writer and Director of ABMG until an agreement was reached as to the final content of the process. The process was then sent to Sunset Design's quality control specialist for final review to ensure the process was in the correct format, had no spelling/grammatical errors, and to verify all hyperlinks in the document were correct and

active. The final approved process was then transmitted to the BMS Team for upload to the BMS.

Some of the BMS acquisition processes were reviewed/ revised numerous times as a result of required revisions due to policy or regulation changes, or as a result of a Corrective Action Request (CAR) submitted by a process user. The NAVFAC acquisition processes have been recognized as the 'model' for other NAVFAC Business Line Process Owners. This excellence is largely due to the knowledge of the BMS standards, templates, and the 'hands-on' experience with the NAVFAC BMS Team by Sunset Design's team.

The IT Specialist team performed programming and maintenance for the NAVFAC BMS Tracking System which is used to manage the BMS processes and web-based trainings. The BMS tracking system is a web-based system with an ASP front-end and an Oracle back-end that is accredited under the NFACTS DIACAP accreditation package. The team created this system for NAVFAC, and currently perform all maintenance activities. A replacement BMS tracking system, also designed and programmed by the Sunset Design team, was written using a Microsoft Access Database (*.mdb) with Visual Basic support code that replicates the current web-based BMS tracking system. Functionality of both systems includes database entry, record reconciliation, and a variety of canned reports. They were responsible for programmatic updates, maintenance of the system, creation of records, and reports in either of these systems, or future systems, as required.

Past Projects – Courseware and Instruction

Sunset Design was tasked to provide classroom instruction of NAVFAC's Specialty Courses/Seminars, communicate applicable BMS and/or policy updates during instructional sessions, maintain and update acquisition BMS processes, draft new acquisition BMS processes, provide program support for the PMAP services, and perform IT programming services.

NFI is responsible for classroom instruction of the NAVFAC Specialty Courses which are aligned with contracting and other processes in the NAVFAC BMS. Sunset Design's Instructor team members conducted approximately 40-60 offerings per year of these Specialty Courses. These team members used their vast NAVFAC experience and contracting knowledge to give the students the most effective use of NAVFAC's specific BMS processes.

Sunset Design's Instructor team members are well-respected in the NAVFAC contracting environment and therefore write and update classroom material as needed. These team members provided timely, quality written updates and prepare the course materials for the print shop. The instructing skills of Sunset Design's Instructor team are highly valued, and new Government Instructors have been required to shadow our Instructors to observe and learn their duties and teaching methods.

The Task Order Program Manager is responsible for the overall management and staffing for work requirements. She oversees the staffing of classroom instructors, BMS process writers, quality control support staff, PMAP staff, and IT personnel. She is responsible for various reports, the semi-monthly billing through Wide Area Work Flow (WAWF), and management of the overall task order budget.

The managerial duties concerning classroom instructors and PMAP support include scheduling, budgeting and booking travel, processing travel claims, and managing the access for contractor personnel who perform work on Government installations. In addition, she conducts research and facilitates ACE accreditation and the overall management of course materials. She also analyzes all student feedback in regards to course content, training, and instructors.

Past Projects – 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.

Past Projects – Corporate Systems cont.

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.

List of Government Customers

Commander, Navy Installations Command (CNIC)
Defense Acquisition University (DAU)
Department of Justice (DoJ)
Department of the Navy Acquisition Career Center (NACC)
Department of the Navy, Office of Civilian Human Resources (OCHR)
Headquarters Marine Corps (HQMC)
Individual Augmentation (IA)
Marine Corps Systems Command (USMC)
Naval Civil Engineer Corps Officers School (CECOS)
Naval Facilities Contracting Office (NAVFACCO)
Naval Facilities Engineering Command (NAVFAC HQ)
Naval Facilities Engineering Service Center (NFESC)
Naval Facilities Institute (NFI)
Naval Information Technology Center (NITC)
Naval Sea Systems Command (NAVSEA)
Naval Surface Warfare Center Dahlgren Division (NSWCDD)
U.S. Navy Civil Engineer Corps (SEABEES)

Contract Vehicles

Sunset Design's federal contracts provide federal agencies quick, convenient and easy-to-use access to Sunset Design's capabilities under pre-negotiated terms and conditions. Under this simplified procurement process, Sunset Design can draw on its team of experts to make these services available with minimum paperwork under Time & Material, Firm-Fixed-Price, or Cost Option contracts.

SEAPORTE

Naval Sea Systems Command Multiple Award Contracts (MACs) are designed to include all aspects of professional support services required by NAVSEA, its related Program Executive Offices (PEOs) and field affiliates.

Contract Number: N00178-14-D-7944

GSA Schedule 70

General Purpose Commercial Information Technology Equipment, Software, and Services

Contract Number: 47QTCA18D00JY

Contract Period: 04 September 2018 – 03 September 2023

SIN 132-51 Information Technology Professional Services

View our [Corporate Data and GSA Schedule](#) at the GSA e-Library