

## COMPANY OVERVIEW

Founded in 1991, Daniel Eke and Associates, P.C. (DE&A) is a premier financial management consulting firm specializing in **acquisition support, contract management, employee classification, business process outsourcing, and finance/accounting support services**. We deliver excellence through collaboration, catering to federal government agencies, commercial companies, and not-for-profit organizations. DE&A is an innovative small minority-owned business, holding a **Secret Facility Clearance and HUBZone certification**.



## DANIEL EKE AND ASSOCIATES, P.C.

- UEI: YGDYLTZFP473
- Cage: 1DJS7
- DUNS: 793165119
- Secret Facility Clearance
- Website: [de-a.com](http://de-a.com)

## NAICS

- 541611 – Administrative Management and General Management Consulting Services
- 541219 – Other Accounting Services
- 541612 – Human Resources Consulting Services
- 561110 – Office Administrative Services

## CORE CAPABILITIES

### ACQUISITION SUPPORT

- Expertise in managing the entire procurement lifecycle (cradle-to-grave)
- Market research and pre-award support

### CONTRACT MANAGEMENT

- Contract administration and performance monitoring
- Program management and contract closeout

### EMPLOYEE CLASSIFICATION

- Extensive knowledge of OPM's Position Classification Standards
- Evaluation of position descriptions, classifications, and organizational position structures

## DIFFERENTIATORS

- 30+ years of federal contracting experience
- Deep understanding of the acquisition process & procedures
- Executive expertise (C-Level) – strategy development and execution, hands-on operations, and stakeholder engagement
- Over 60+ combined years of business, and financial consulting experience



**JUSTIN G. REAVES, MANAGING DIRECTOR**

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## PAST PERFORMANCE

### DEPARTMENT OF STATE (DOS) – FOREIGN SERVICES INSTITUTE (FSI):

#### **Acquisition Support and Contract Management**

- Providing **procurement and management analyst FTEs** to support FSI’s mission
- Supports **cradle-to-grave acquisition activities** including but not limited to conducting market research, acquisition strategy, solicitation development, and source selection
- Administration of awarded contracts including performance monitoring and **contract closeout**

### DEPARTMENT OF STATE (DOS) – FOREIGN SERVICES INSTITUTE (FSI)

#### **HR Employee Classification Support Services**

- Based on full and current knowledge of OPM’s Position Classification Standards, **write technically authoritative standard position descriptions** for various occupations
- **Conducts studies regarding position classification** and organization position structures
- **Proposes functional position structures**, sub-components, and new or revised position descriptions

### DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) – HEAD START REGION VII

#### **Grants Management**

- **Reviewed grant documents and subcontract arrangements for compliance** with grant policies, procedures, and regulations
- **Prepared Notices of Award (NOA)** for the continuation of existing and new grant programs
- **Facilitated inter-organization issue resolution** related to grant performance, monitoring, and closeout

## ADDITIONAL CAPABILITIES

### BUSINESS PROCESS OUTSOURCING

- Services enable clients to offload non-core tasks, mitigate risks, and concentrate on core business activities
- CFO & Controller functions, Financial Planning & Analysis (FP&A), accounting, revenue cycle, A/R, A/P, strategy development, and more

### FINANCE AND ACCOUNTING SUPPORT

- Financial reporting and analysis, budgeting, compliance, internal control review, month-end close, and ERP support
- Audit and accounting support, internal control documentation, and business line/cost center assessment

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