

CORPORATE PROFILE

Founded in 1999, Maryn Consulting, Inc. is a SBA 8(a) and HUBZone certified small vendor that provides Management and Information Technology solutions and services. Over the past decade, Maryn has successfully worked with clients across the federal, state, and local government landscape. In addition, Maryn has provided critical management consulting services to a number of non-profit organizations.

The Maryn team is dedicated to our clients' continued success. As such, Maryn approaches each project with a unique and fresh perspective. Understanding that each client is different, Maryn works diligently to individually tailor a proposed solution to best fit the needs and requirements of each client, while simultaneously applying industry best practices to ensure the highest quality deliverables.

Maryn consultants have extensive experience in the areas of enterprise architecture (EA), IT infrastructure installation, IT security, system certification and accreditation (C&A), and IT network support. As a Microsoft Gold Partner, Maryn also has access to specialized tools and resources to supplement our IT service offerings.

Maryn has been an active vendor within the Department of Transportation since 2005. As such, the Maryn Team has developed a unique understanding of the Agency's mission. We believe that this understanding enables us to be a more effective and valuable partner.



KEY PROGRAM AREAS

IT INFRASTRUCTURE



IT Infrastructure is the backbone for the modern organization. A well designed and maintained IT Infrastructure will lead to improved data flow, information exchange, communication, and processing capabilities. As an experienced IT vendor, Maryn understands the importance of an effective IT Infrastructure. Since 1999, Maryn has been providing organizations with best in class IT Infrastructure support. Maryn's certified IT professionals are capable of providing a wide range of IT Infrastructure support services. These services include enterprise architecture, infrastructure assessment and design, network/server administration, data backup, workstation maintenance, software updates, and remedial maintenance.

IT SECURITY



Maryn understands the importance of IT Security in today's business climate. Whether a small company or large federal Agency, sound IT Security support is critical to the organization's ability to operate effectively. For the past ten years Maryn has been providing its clients with high quality IT Security services. Maryn's IT Security professionals are highly trained professionals capable of dealing with today's unique cyber threats. As a company, Maryn has developed a wide range of service offerings, including, FISMA reporting, IT security capital planning, security patch management, certification and accreditation (C&A), IT security training, SOP development, and cyber security.

IT HELPDESK SUPPORT



When technical issues arise, it is important that users have access to fast and reliable IT Support. Maryn's on-site Helpdesk support teams are capable of providing all levels of IT Helpdesk support. Though the use of Helpdesk issue management systems, Maryn support teams are able to quickly assess and resolve issues ranging from password resets to network outages.

IT INFRASTRUCTURE SUPPORT SERVICES

PROJECT MANAGEMENT

For all IT engagements Maryn will establish the necessary technical, business and administrative planning processes and implement a Project Management Office (PMO). Maryn utilizes an Earned Value Management System (EVMS) and maintains a detailed Work Breakdown Structure and Project Schedule, updated monthly. The project team submits regular reports to the clients detailing the organization's network status, relevant project activities, and project milestones.

NETWORK & SERVER ADMINISTRATION

Daily administration and operation of client servers and network environments. This includes daily monitoring and management of server and network equipment.

ASSESSMENT AND ANALYSIS OF NETWORK EQUIPMENT

The Maryn Team will assess client equipment to ensure that the existing hardware is capable of satisfying the needs of the organization. Recommendations are made to client management when applicable.

PREVENTIVE MAINTENANCE

The completion of scheduled Preventive Maintenance Service for the all covered hardware. Preventive Maintenance Service means the cleaning, lubricating, inspecting, and adjusting of covered hardware and the replacement of defective parts and other parts expected by to fail before the next scheduled Preventive Maintenance Service.

REMEDIAL MAINTENANCE

Maryn staff are made available seven (7) days per week, twenty-four (24) hours per day to provide on-site Remedial Maintenance Service in response to Critical Events reported by Customer.

DATA BACKUP

Maryn staff conducts routine data backups of the servers. Backup activity is performed based on the requirements of the client.

SERVER CONFIGURATION

Servers are configured and/or reconfigured as required. Changes in operating systems or server function may require servers to be reconfigured.

ACCESS CONTROL ASSESSMENT

The Maryn Team conducts routine Access Control Assessments. This assessment consisted of reviewing the access control mechanisms in use, including the client's domain or active directory design. The Maryn team will additionally review account management processes, technical configurations such as account lockout, password policy implementation, and group policies.

MS EXCHANGE ASSESSMENT

The Maryn Team conducts routine MS Exchange Assessments. The MS Exchange security assessment checked items such as administrative permissions, service pack and patch levels, and information store permissions. In addition, the Exchange architecture was reviewed and the configuration was compared to recommended configurations published by Microsoft.

WORKSTATION ASSESSMENT

The Maryn team utilizes automated and manual processes to review the baseline desktop configuration, and then assess the security sampling of user desktops. Target workstations were be checked for the proper version and patch level, the presence of pertinent security software (e.g., anti-virus), adherence to other baseline configuration items, and compliance with existing security policy.

ANTI-VIRUS ASSESSMENT

This task consists of evaluating both the process and technology used to ensure that servers and workstations are updated with current anti-virus definition files in a timely manner.

SOFTWARE UPDATE / PATCHES / FIRMWARE

The Maryn Team will be responsible for providing software updates to Server and other Network hardware as defined by the client. These software updates include general software, patches, and firmware updates.

IT SECURITY SUPPORT SERVICES

IT SECURITY STANDARD OPERATING PROCEDURES (SOPS)

Maryn staff can develop and/or review draft policies and standard operating procedures (SOPs) pertaining to the organization's IT Security Program. The Maryn team can also adapt best practice security policies to an organization's specific cultural environment to ensure that policies address agency-specific needs.

FISMA REPORTING

Maryn will assist the client in conducting and submitting quarterly and annual agency program reviews and reports regarding actions taken regarding Information Security. Maryn team members will assist in the preparation of quarterly POA&M reports as required. Maryn staff members are well versed in critical FISMA reporting components including Privacy Impact Assessments (PIA), Remediation Plans and other relevant data.

INCIDENT RESPONSE AND REPORTING

Maryn assists in the preparation of incident reports submitted to Agency Security executives and the Federal Computer Incident Response Center (FedCIRC) as needed. Maryn staff provides flexible rapid incident response services in support of any IT security breaches or events that may compromise an organization's network infrastructure and/or services.

IT SECURITY QUALITY ASSURANCE

Maryn will establish and maintain a process for evaluating the security of various IT systems. Maryn staff will conduct formal and informal reviews at pre-determined points throughout the development life cycle and makes recommendations for approval of major systems installation.

IT SECURITY CAPITAL PLANNING

The Maryn team is capable of supporting the Capital Planning Team in meeting all requirements of the Federal Capital Planning process, as they relate to Information Security. The Maryn Team is prepared to provide extensive infrastructure research, develop and maintain financial spreadsheets/budget models.

IT SECURITY PATCH MANAGEMENT

Maryn staff will implement and maintain an automated patch management solution, automatically identifying non-updated critical server and workstation operating systems, databases and applications across the enterprise.

IT SECURITY SUPPORT

In regards to an Agency's systems and applications, Maryn ensures: security controls are in place and functioning in accordance with applicable guidelines; compliance with both Federal and Agency specific security rules and regulations; adherence to the network security plan; utilization of up-to-date security devices; use of up-to-date virus scan software; and enforcement of password creation and reset policies. Maryn will perform weekly vulnerability scans, conduct regular penetration testing, and report IT security incidents.

IT SECURITY CERTIFICATION & ACCREDITATION (C&A)

Maryn staff can provide the full spectrum of C&A services to an organization. Maryn developed a C&A Checklist based on approved NIST methodology and C&A reporting templates to be utilized throughout the C&A process. Maryn can also complete Security Assessments and develop mitigation strategies for each system to be C&A'ed, in addition to completing full C&A packages for submission to the client.

COOP AND DISASTER RECOVERY

Maryn staff will evaluate existing Continuity of Operation Plans and made recommendations to the client for an improved plan document. The team is also experienced in the development of Disaster Recovery Plans. The Team will analyze the organization's operations and work with key personnel to draft and update plans designed to ensure continuance of operations in the event of a disaster.

IT SECURITY TRAINING

Maryn will review and update an organization's IT Security Training materials and provide security training to staff in a variety of settings. To strengthen the knowledge base of the organization's staff, the Maryn team routinely holds monthly training sessions for various 'hot' topics related to IT Security.

IT CYBER SECURITY

Maryn proactively enforces perimeter monitoring of an organization's Internet/Intranet Infrastructure utilizing Network Vulnerabilities Detection, Systems Security Assessments, Information & Applications Security protocols and Intrusion Detection (IDS). Maryn will provide weekly reports on vulnerability scan results, as well as IDS and related security application results.

IT HELPDESK SUPPORT SERVICES

MONITORING IT ISSUES

The Maryn Team will log and assess each Helpdesk inquiry. Maryn personnel are well versed in a suite of Helpdesk Management systems.

RESOLUTION OF INQUIRIES

Maryn staff members are capable of providing a wide range of support services. These include, but are not limited to, the following:

- Password Resets
- Computer freezes/crashes
- Poor computer performance
- Network Access issues
- E-mail issues
- Virus issues
- Network Connectivity Issues (i.e. can not connect to network / can not access printer)
- Problems with approved software (i.e. Microsoft suite)

INVENTORY MANAGEMENT

Maryn will conduct a routine inventory of a client's IT equipment (including, computers, phones, printers, cables, external drives, etc.). Using these inventory reports, Maryn can provide the client with a 'real time' snapshot of the organizations IT resources.

EQUIPMENT MANAGEMENT

Maryn support teams will move, connect, and test IT equipment within the client's facility. The team will also decommission all "phased out" or "retired" IT equipment (i.e. laptops, desktops, monitors, printers, etc.)

SYSTEM CONFIGURATION

The Maryn support team will configuring all new IT equipment, including, but not limited to laptops, desktops and printers. Maryn will configure these machines in accordance the federal/Agency specifications.

EMPLOYEE ENROLLMENT/SEPARATION

Maryn can provide enrollment services for new employees (i.e. creating accounts for new hires) and close out services for employees who have separated with the organization.

IT TRAINING

Maryn IT Helpdesk professionals are skilled in the area of basic/intermediate IT training. The Maryn team can provide IT training to new and/or existing employees in order to improve their technical skills. Examples of training include Windows Operating Systems and the Microsoft Office Suite.

IT NETWORK ALERTS

Maryn can provide mass communications to the client's user community regarding IT related events. This can include, but is not limited to, scheduled outages and virus alerts.

STATUS REPORTS

The Maryn Team will provide regular status reports to the client. These status reports include Helpdesk ticket counts, incident report summaries, and network statistics. These reports assist management in assessing the overall health of their collective IT network.

CORPORATE INFORMATION

CERTIFICATIONS AND PROCUREMENT VEHICLES

Name: Maryn Consulting, Inc
EIN: 54-1961423
DUNS: 86-850-7836
Cage Code: 1ZEV8
SBA Customer Number: P0264076
Facility: TS Facility Clearance (level 5)
SBA 8(a) & SDB: 09/05/2007 – 09/05/2016
HUBZone Certified: 06/15/2009
VDOT: 01/08/2009 – 01/08/2011
DDOT/WMATA: 09/10/2008 – 07/31/2011
CBE Certified: LSDZ44391052011
GSA Schedule 70: GS-35F-0614V
GSA MOBIS: (pending)

NAICS CODES

541511 - Custom Computer Programming Services
541512 - Computer Systems Design Services
541513 - Computer Facilities Management Services
541519 - Other Computer Related Services
541611 - Administrative Management and General Management Consulting Services
541612 - Human Resources Consulting Services
541613 - Marketing Consulting Services
541614 - Process, Physical Distribution, and Logistics Consulting Services
541618 - Other Management Consulting Services
541690 - Other Scientific and Technical Consulting Services
541712 - Research and Development in the Physical, Engineering, and Life Sciences
541720 - Research and Development in the Social Sciences and Humanities
561110 - Office Administrative Services