

## CAPABILITY STATEMENT

Sharene Alexis Cook, President  
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### COMPANY DATA

#### Certifications

SBA Certified Minority Woman Owned Small Business  
8(a) Certification through 2019  
MDOT MBE Certified #13-429

#### NAICS Codes

541611 – Administrative & General Management  
561110 – Office Administrative Services  
561920 – Convention and Trade Show Organizers

### COMPANY INFORMATION

WSC Associates, LLP (WSC) was established in 2004 and is a professional management firm, specializing in administrative services and event management. Our staff has extensive experience in providing administrative solutions that creates stability for a variety of organizations, which allows for continuity and enhances their growth. We value teamwork, customer satisfaction, commitment, hard work and honest communication. We take pride in our professionalism, reliability, and dedication, which makes us a trusted partner in producing results in a timely manner and exceeding our clients' expectations.

### CORE COMPETENCIES

- On-Site & Virtual Administrative Support Services
- Accounting & Bookkeeping Services
- Meeting & Event Management
- Project and Program Management
- Social Media and Marketing Services
- Membership Management

### HOW WE SERVE OUR CLIENTS

- WSC takes full responsibility for developing and implementing processes and procedures that will allow the flow of work to be done effectively within a timely manner to satisfy the stakeholders.
- WSC closely monitors the client's financial accounts, records accurate transactions, and prepares monthly statements to ensure the financial stability of the organization.
- WSC manages the entire meeting/event process from planning to implementation using a detailed checklist and timeline for the meeting/event and providing periodic updates to the client.
- WSC creates, produces and manages our client's marketing channels and materials to ensure accuracy and freshness.

### CURRENT CLIENTS

**National Board of the ROCKS, Inc.** (*Forestville, MD*)  
BG Earl Simms, USA, Ret., Chairman Emeritus  
Phone: (571) 213-2321  
Website: [www.rocksinc.org](http://www.rocksinc.org)

**Penn Trails, LLC** (*Carlisle, PA*)  
Mr. Larry Knutson, CEO/President  
Phone: (717) 486-4455  
Website: [www.penntrails.com](http://www.penntrails.com)

**RMOA Business Association, Inc.** (*Bowie, MD*)  
Dr. Nicole Priester, President  
Phone: (301) 881-2100  
Website: [www.rmoa.org](http://www.rmoa.org)

**Air Force Cadet Officer Mentor Association**  
(*Forestville, MD*)  
Colonel Kenneth McKinney, USAF, Ret., Vice President  
Phone: (703) 244-8293  
Website: [www.afcoma.org](http://www.afcoma.org)

**Washington, DC Chapter of the ROCKS, Inc.**  
(*Forestville, MD*)  
COL Sheila Flowers, USA, President  
Phone: (770) 824-2158  
Website: [www.therocksdc.org](http://www.therocksdc.org)

**Professional Trailbuilders Associations** (*Boulder, CO*)  
Ms. Aaryn Kay, Administrator & Events Coordinator  
Phone: (360) 734-7270  
Website: [www.trailbuilders.org](http://www.trailbuilders.org)

**Workplace Fairness** (*Silver Spring, MD*)  
Ms. Paula Brantner, Esq., Sales Manager  
Phone: (301) 588-5562  
Website: [www.workplacefairness.org](http://www.workplacefairness.org)