



## Mission

Support our customers in driving business innovation to achieve their mission, and to promote and embrace a culture that supports the personal and professional growth of our employees through trust, empowerment, and leadership.



### Program Management

- Agile Coaching & Transformation
- Agile Metrics | KPIs
- Agile Training
- Enterprise Program Management
- Performance Management | SLAs
- Performance Planning & Optimization
- Portfolio & Project Management Implementation
- Quality Management
- Risk Management
- Vendor Management



### Acquisition Management

- Full Life-cycle Acquisition Support
- Project Management, Acquisition Planning
- RFP & RFQ Preparation, IGCE development
- Pre-Award Documentation & Source Selection
- Proposal Evaluation
- Cost & Price Analysis
- Post-Award Administration
- Agile Acquisition Management
- Performance Based Acquisition
- Policy, Process, Change Management Support
- Market Research, Studies, Analysis & Requirements Determination



### Records & Library Management

- Administration of Digital and Paper Records
- Circulation of Library Materials
- Data Entry & Data Cleanup
- File Maintenance
- Interlibrary Loan and Document Delivery
- Library Collection Management & Modernization
- Library Reference and Research
- Records Management
- Scanning, Imaging & Digitization



### Administrative Support

- Call Center & Reception Support
- Clerical Support
- Correspondence
- Data Entry
- Financial Support
- Invoice Validation
- Mailroom Services
- Research Support
- Scanning
- Shipment Processing
- Shredding





### Business Governance & Compliance

- Budget Planning, Formulation, and Execution
- Business Case Development
- Capital Planning & Investment Control (CPIC)
- Cost Benefit Analysis
- FISMA, 508 Compliance
- Portfolio Management and Decision Support



### System Engineering & IT Support

- Application Modernization
- Automated Testing
- Business Process Re-engineering
- Enterprise Architecture
- Enterprise Life Cycle Integration
- Full Stack Agile Development
- Lifecycle Management
- Operational and GAP Analysis
- Strategic and Tactical IT
- Infrastructure Planning
- Service Delivery Optimization
- Web Development
- Database Administration

## Contact Us



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### SBA Socioeconomic Certifications

- 8(a) (#COOI5i)
- HUBZone (#53175)
- EDWOSB

Unique Entity ID: HNK1ACJQTK73

CAGE Code: 767H4

### GSA 8(a) STARS III GWAC (47QTCB21D0189)

- Information Technology Services
- Emerging Technology

### GSA MAS Schedule (477QRAA18D007R)

- 8741: Integrated Consulting Services
- 8747: Integrated Business Program Support Services
- C13251: Information Technology Professional Services

### GSA IT MAS Schedule 70 (47QTCA18D00KP)

### FAA eFAST MOA (Contract Number 693KA9-18-A-00193)

- BAM: Business Administration Management
- CSD: Computer Systems Development
- CSS: Computer Systems Support

### Maryland Consulting & Technical Services+ (CATS+) (Contract Number 060B2490023)

- FA 03: Electronic Document Management
- FA 05: Software Engineering
- FA10: IT Management Consulting Services
- FA 11: Business Process Consulting Services
- FA 17: Documentation/Technical Writing

### NAICS:

- 518210: Data Processing, Hosting, and Related Services
- 541511: Custom Computer Programming Services
- 541512: Computer Systems Design Services
- 541519: Other Computer Related Services
- 541611: Administrative Management and General Management Consulting
- 541618: Other Management Consulting Services
- 541990: All Other Professional, Scientific, and Technical Services
- 561110: Office Administrative Services
- 561410: Document Preparation Services
- 611420: Computer Training

**SBA** U.S. SMALL BUSINESS ADMINISTRATION  
8(a) CERTIFIED

ISO 9001:2015  
CERTIFIED COMPANY

**PR** Registrar  
PERFORMANCE REVIEW INSTITUTE



**EDWOSB**  
SELF-CERTIFIED ECONOMICALLY DISADVANTAGED  
WOMAN-OWNED BUSINESS



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