## Table of Contents

- Introduction ................................................................. 2
- Management Consulting Services ....................................... 3
- Information Collection and Reporting ................................... 4
- Budget Development and Execution ..................................... 5
- OMB Coordination .......................................................... 6
- DoD Specific Expertise ..................................................... 7
Introduction

Wittenberg Weiner Consulting, LLC (WWC) is an SBA Certified 8(a) and small, economically disadvantaged women-owned consulting firm focused on the management and operational needs of government agencies. Our mission is to help federal agencies put good government principles into practice.

Our highly-educated and experienced staff in the U.S. and overseas leverages extensive public and private sector expertise to assist our customers in all stages of policy-making, program design, implementation, and ongoing management oversight. We provide flexible, short- and long-term solutions to a wide range of policy and management challenges, including business process reengineering, strategic planning, project management, program evaluation, budget development and execution, information collection and reporting, regulatory development and analysis, and Office of Management and Budget (OMB) coordination.

WWC is ready to assist agencies facing complex challenges to achieve results. Combining an understanding of the unique structural, budgetary, and regulatory issues facing federal agencies, along with a proven track record of breaking through bureaucratic “gridlock,” WWC offers efficient, workable, innovative and tailored solutions to help your organization achieve its goals.

Please contact us to discuss consulting options for your agency or organization.
Management Consulting Services

Putting good government into practice requires agencies to focus on outcomes. In the current climate of expanding requirements and shrinking budgets, the ability to realize efficiencies, manage organizational change, and design intelligent evaluation metrics is even more essential to achieving agency missions. Our consultants draw upon a wealth of public and private sector experience, adapting proven strategies to the unique challenges of government agencies.

▶ Program and Project Management
  ▪ Program development and implementation
  ▪ Tools for ongoing assessment
  ▪ Strategic planning

▶ Business Process Reengineering
  ▪ Innovation and change management
  ▪ Management challenge reviews
  ▪ Regulatory and structural alternatives
  ▪ Mission management
  ▪ Divestment strategies

▶ Performance Metrics and Study Design
  ▪ Outcome-based metrics development
  ▪ Database tools for information collection
  ▪ Continuous evaluation
  ▪ Study design, statistical analysis, and reporting

▶ Financial Management Support
  ▪ Budget formulation
  ▪ Resource optimization
  ▪ Funding capture and resource strategies
  ▪ POM process
  ▪ Divestment options analysis
  ▪ Budget tracking and execution support
  ▪ Development of budget databases and tools

▶ Knowledge Management
  ▪ Database development
  ▪ Ongoing metrics collection and analysis
  ▪ Knowledge management policy and business rules
  ▪ Information flow design

“Your analysts work on every task with the utmost professionalism, completing tasks and projects that many said were impossible. And they do their work with charm and integrity, so that no one even minds that they were proven wrong.”

Comptroller,
Washington, DC
Information Collection and Reporting

WWC provides expert consultation and assistance associated with all aspects of information collection, statistical analysis, and reporting. Many of our staff members have Ph.Ds. in disciplines involving complex statistical analysis in addition to their high-level professional experience in public sector information gathering, reporting, and data management.

- **Study Design**
  - Questionnaire design
  - Sampling design
  - Pilot testing

- **Statistical Analysis and Inference**
  - Generation of descriptive statistics
  - Data modeling and hypothesis testing
  - Analysis of sampling characteristics
  - Data validity and reliability testing
  - Non-response bias analysis
  - Information/data quality assurance

- **Information and Knowledge Management**
  - Management of vast amounts of reports, policies, and other essential knowledge products
  - Database development and maintenance
  - Database tools to generate automated analysis/reports

- **Reporting**
  - Informal reports for internal use
  - Formal reports to Congress or other stakeholders
  - Publishable reports for scholarly journals or conferences

- **Paperwork Reduction Act Compliance**
  - OMB statistical standards and guidelines compliance
  - Paperwork Reduction Act (PRA) document development
  - Facilitating OMB review process and revisions
  - Tracking PRA approvals and expirations
  - Procedure development to reduce/eliminate PRA violations

“We’re really happy with what you’ve done [designing and executing a study]. Your project lead was great... thanks for handling the study so well.”

Project Manager
Pension Benefit Guarantee Corporation
Washington, DC

“Weittenberg Weiner Consulting provided my team with sustained stellar performance and it is a pleasure to share that information with you. I wish all my contractors performed at their level.”

Regional Program Director
Naples, Italy
Budget Development and Execution

In a climate of expanding requirements and shrinking budgets, it is more important than ever to develop a solid budget formulation process and effectively track both expenditures and outcomes during budget execution. WWC has experience in all aspects of budget development and execution. Our staff of veteran Office of Management and Budget (OMB) and agency budget analysts applies their collective experience to guide agencies as they navigate the budget process.

- **Budget Development**
  - Risk and mitigation strategy for budget decision-making
  - Guidance for complying with OMB requirements, developing effective budget proposals and negotiation strategies
  - Analytical support to prioritize resource requirements and substantiate resource requests
  - Out-year budget development
  - Interagency budget development and negotiation

- **Divestment Strategy Development**
  - Assessment and analysis
  - Unbiased findings
  - Implementation planning
  - Strategic communications and socialization

- **Budget and Performance Integration**
  - Metrics and performance indicator development
  - Performance benchmarking, tracking to meet goals
  - Guidance for meeting OMB performance assessment requirements

- **Budget Execution**
  - Budget tracking and execution support
  - Spending trend analysis
  - Obligation, outlay, and expenditure tracking and reporting
  - Basic accounting functions for budget execution

- **Budget Databases and Tools**
  - Development and maintenance of tools to track and integrate budget data and other special projects
  - Business process reengineering analysis and implementation
OMB Coordination

Executive Branch Agencies are subject to increasingly frequent Office of Management and Budget (OMB) review. OMB processes can seem overwhelming and somewhat unpredictable, especially when coming on the heels of a lengthy intra-agency coordination process. Our veteran OMB analysts can help navigate and reconcile agency objectives with OMB requirements.

- **Performance Management, Metrics and High Priority Goals**
  - Identification of effective, targeted goals and metrics
  - Outcome-based measures
  - Data-driven metrics and evaluations

- **Paperwork Reduction Act (PRA) compliance**
  - Compliance with OMB Statistical Standards and Guidelines
  - PRA “package” writing and review
  - Emergency submissions under PRA
  - Study design development and recommendations
  - Report writing as specifically outlined and required
  - Development of procedures for reducing or eliminating PRA violations

- **Regulatory Development and Review**
  - Regulatory development (ANPRM, NPRM and Final stages)
  - Negotiated rulemaking advising and management
  - Public meetings or forums
  - Comment analysis and response
  - Interagency coordination/review/comment drafting

- **Information Quality**
  - Information Quality Guidelines
  - Peer Review Bulletin
  - Statistical Standards

- **Economic Analysis**
  - Required analysis under EO 12866
  - Regulatory Flexibility analysis under Reg Flex Act
  - Federalism assessment under EO 13132
  - Compliance with OMB Circular A-4

“Your briefing on the PRA to our senior policy officials was extremely helpful. Your knowledge of the PRA process, and the help you’ve provided as we work through the process as quickly as possible for our quick turn-around needs, will allow us to collect important data successfully and on time.”

Program Manager,
Washington, DC
DoD Specific Expertise

WWC’s consultants utilize best practices from the U.S. military, Department of Defense (DoD), the Executive Branch, public health agencies, and the corporate world. Our military experts include retired senior-level military and current reserve officers from all branches of the U.S. military. Complementing the formal military structure, our consultants can facilitate cooperation among stakeholders and improve communication up and across chains of command. We have targeted expertise in DoD-specific management challenges.

▶ Enterprise Development and Optimization
▪ Enterprise management including design and implementation
▪ Military base planning and installation transformation
▪ Other Contingency Operations (OCO) to Baseline reengineering
▪ Enterprise Resource Planning (ERP) analysis and management
▪ LDHD Staff Augmentation - Safety, AT/FP, Plans-Policy and Strategy, Budget and Finance

▶ Strategic Communications
▪ Stakeholder messaging, network development and tracking
▪ Measuring effectiveness of engagement
▪ Team building, relationship and change management

▶ Support for Operational Requirements
▪ Emergency planning, exercises, and response
▪ Options analysis within policy/regulatory/legal requirements
▪ Stakeholder coordination including group facilitation and training

▶ Metrics, Assessment and Study Design
▪ Outcome and effects-based metrics development
▪ Comprehensive study design, statistical analysis, and reporting
▪ Database tools for information collection
▪ Unbiased objectivity; high standards of rigor, intellectual integrity

▶ Financial Management Support
▪ POM/PR development and review
▪ Cost/benefit analysis and requirements determination assistance
▪ Budget and accounting execution analysis and support
▪ Business plan process automation and IT tools development

▶ Human Capital Management and Compensation Systems
▪ Regulations analysis
▪ Re-alignment of employee incentives and performance management
▪ Seminars and individual training on HRO regulations and human capital management, including performance review development, managing poor performers, and using regulations
▪ Hiring process reforms/business process re-engineering for HROs

“Having worked with a multitude of contracted companies over my 24-year career, I can say Wittenberg Weiner Consulting LLC is one of the best, most responsive/reliable, and committed service providers I have ever had the pleasure to work with; an absolutely awesome service provider!”

Regional Security Officer
Manama, Bahrain

“You delivered much better work than I’ve seen from other contractors at a third the price that I would have paid to any of the big firms.”

IT Program Manager
Naples, Italy