

COMMUNICATION TECHNOLOGIES & CONSULTING, LCC

is an 8(a), MDOT/MBE/DBE certified minority owned company that specializes in a variety of professional services including:

- Voice/Data Structured Cabling services and physical layer solutions for computer-based systems, networks, telecom and CATV systems, and connectivity to public and private networks.
- Records Management
- Grant Support
- Conference Support
 - Pre-conference planning
 - On-site support
 - Post-conference services

We are dedicated to helping clients to achieve their business objectives.

MISSION STATEMENT

Our goal is to exceed our clients expectations by providing high quality, professional service that is cost effective and time saving.

PARTIAL LISTING OF CLIENTELE

CTC has served a diverse range of clients in multiple markets. Our experience spans a wide variety of industry/market segments including local/state/federal government, educational, commercial, healthcare and financial industries.

Some of our clients include:

- **Association for Financial Professionals**, Bethesda, MD
- **BioVeris**, Gaithersburg, MD
- **Department of Homeland Security**, Arlington, VA
- **Internal Revenue Service**, Glen Arden, MD
- **United Healthcare**, Frederick, MD
- **Montgomery County Government**, Rockville, MD
- **National Crime Prevention Council**, Washington, DC
- **Rolyn Construction Corporation**, Rockville, MD
- **Social and Scientific Systems**, Silver Spring, MD
- **Sun Microsystems**, Fort Lauderdale, FL

Contact us to learn more about the services we provide to help you better meet your future technological requirements.

COMMUNICATION TECHNOLOGIES & CONSULTING, LLC

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RECORDS MANAGEMENT & GRANT SUPPORT

CTC staff is proficient in developing procedures, as well as delivering the personnel needed, to support a records management contract including:

- Policy Development
- Standards Development
- Logistics and Procedures Development
- Database and Application Development
- Electronic Document Storage and Retrieval
- Documentation Support
- Training and Integration Assistance

CTC staff is experienced in full cycle grant support activities including:

- Grant Program Announcement
- Grant Tracking Database Development
- Application Receipt Processing
- Grant Review
- Award Processing
- Procedures Documentation
- Post Award Case File Monitoring
- Grant Package Storage and Retrieval

CONFERENCE SUPPORT

CTC staff has experience providing comprehensive conference support services for public hearings, small meetings, and large national conferences throughout the U.S. Some of our services include:

Pre-conference Planning

- Hotel Selection and Logistics Preparation
- Invitation Packets
- Website Development and Electronic Registration
- Facilitator Services
- Agendas, Handouts, and Presentation Assistance
- Reproduction and Mailings
- Vendor Arrangements and Shipping

On-site Support

- Conference Set-up
- Recording/Transcribing Sessions
- Conference Coordinating of Agenda Activities

Post-conference Services

- Transcription/Summary of Proceedings
- Conducting Conference Evaluations and Cost Analysis
- Preparing/Distributing Follow-up Materials

VOICE AND DATA STRUCTURED CABLING SYSTEMS

Cable Installation

CTC specializes in the design and installation of structured, turnkey cabling installations that provide a solid foundation for voice and data networks. We strictly adhere to the various standards and specifications governing the data and voice wiring industry, including ANSI/EIA/TIA, NEC, BICSI, NFPA and all state and local building codes. Our trained and experienced technicians are up-to-date on new developments in cabling standards. CTC provides effective, efficient, and innovative cabling, zone cabling systems and cable management solutions.

In addition, CTC provides solutions for installations requiring outside plant solutions. Our considerable experience includes copper and fiber optic cabling solutions as well as expert termination.

Cabling solutions offered include:

- Fiber Optic Backbones, ISP/OSP
- Riser Backbones
- Ethernet – CAT 5e/CAT 6
- CCTV
- Fiber Based Security Systems
- CCTV and VOIP



Certification and Troubleshooting

CTC provides professional certification, troubleshooting and/or appraisal for cabling systems previously installed by others. Data transmission problems may be cable-related and CTC provides an in-depth analysis and certification program along with recommended actions to rectify any problems found.

Project Management/Construction Administration

In addition to the Cable Installation, Certification and Troubleshooting services listed above, CTC also provides Project Management services. These include, but are not limited to:

- Conducting periodic QA/QC inspections to ensure that completed and in-progress work meets quality expectations, quantity and configuration requirements, proposal promises, and code requirements;
- Documenting a "punch-list" log for all appropriate subsystems inspected, notarize the dates completed, and compile notes applicable to the QA/QC results;
- Ensuring communication, immediate action, and subsequent vendor follow-up to correct noted deficiencies; and
- Providing QA/QC inspection reports and ensure that the infrastructure documentation is delivered to the client.

Post-installation phase project management services include, but are not limited to:

- Oversight compliance for the entire system testing process using contractors' test results;
- Providing onsite supervision of random testing of the installed cabling system; and
- Authorized sign-off of the completed final deliverables.

INFRASTRUCTURE DESIGN

CTC maintains an experienced staff to design and manage communications cabling upgrades, additions, and new construction projects. All workmanship will comply with applicable standards (BICSI, CSI, AIA, ICIA, etc.). Our staff works closely with architects, owners, and clients, to design for current and future needs. This group works closely with the data, voice and video designers to provide the expertise that is required by the converging technology marketplace.

CTC addresses the detailed design of the technology infrastructure in the organizations buildings. In these buildings, the Technical Architecture will be implemented by identifying specific locations for technology nodal equipment and for cable facilities such as Main Distribution Frames (MDF's), Building Distribution Frames (BDF's) etc., and pathways. The network cabling strategy will be developed with resulting impacts on the specific topology for implementation of twisted pair metallic and optical fiber media and wireless systems, dictated heavily by the applications that will traverse the infrastructure.

Infrastructure Design services CTC provides include, but are not limited to:

Program Orientation, Preliminary Site Visit, and Budgetary Planning services...

- Review of architectural and construction plans and program specifications;
- Determine the cable infrastructure network requirements;
- Survey of construction site and connectivity paths to existing or new spaces;
- Attending requisite team meetings with client representatives, architect, and construction personnel;
- Preparation of a schematic design and narratives; and
- Preparation of a preliminary project budget.

Design, Development, and Engineering Services...

- New backbone infrastructure design for wiring closets, conduit, building entrances, voice, data, and video cabling systems;
- Internal building-wide cable plant design capable of supporting current and projected voice, data, and video networking requirements;
- New cable and end-point hardware infrastructure design to support a building's security system;
- Coordination of all design requirements with the appropriate architecture personnel; and
- Production of a final design as built.