

Planning, Inc.

Training • Leadership • Security

Service Disabled Veteran Owned
www.planprograms.com



CAPABILITIES STATEMENT

Compensated Work Therapy Payroll (CWT) Capability Statement

I. Introduction

Planning, Inc. is a minority-owned, service-disabled veteran-owned small business specializing in human resource consultation, training, security services, and payroll delivery. We have been in business since 1982, providing education to U.S. government agency employees on federal retirement benefits, financial and estate planning, health and wellness, transition planning, leadership development training, and succession planning. Twelve years ago, we expanded our scope of instruction to encompass leadership development training, succession planning, and physical/cyber security. In 2022, PLANNING was awarded its first Compensated Work Therapy Payroll (CWT) contract with Veterans Affairs Medical Center in Boston, MA. Our success is the result of providing high quality services at a fair price, dedication, and a passion for providing services to America's Heroes. Planning, Inc. is the prime contractor and only contractor for all its CWT contracts and is continually looking to expand our outreach in support of the VA Hospitals, Clinics, Centers, and most importantly the CWT veteran participants around the country.

II. Offered Services

Our team works with the Veteran Affairs Medical Centers in providing quality support and services that meet and exceed our clients' requirements in the creation, data management, and delivery of payroll services. Our services are performed by expert Program Managers, a Certified Public Accountant, and Certified Financial Planner, services include:

On-Going Service of the CWT Payroll Programs Requirements by Providing -

- Data Management and Security
- Payroll Processing Services:
 - Weekly Customized Payroll Processing up to \$40,000, to include up to 140 printed checks and a hard copy check register delivered to the customer destination.
- Payroll Funding Services:
 - Funding up to \$160,000/month (\$40,000/week) in a secure, local bank account which will cover the total amount of checks per month and week.
- Emergency Services (24/7 – 365 Response):
 - Prompt response to same day requests to stop payment, issue new checks, or issue additional checks to current or new payees.

- Customer and Participant Documentation and Reporting Services:
 - Internally, keep an updated weekly earnings report detailing the pay each veteran receives per week and on a fiscal basis. Provided to participants upon request.
 - Provide Information to the VAMC Boston staff, when requested by NEPEC or internally at the VA.
- Vendor and Customer Relationship Management:
 - Establish a local banking relationship with fee-free check cashing services.
 - 24/7 Customer Response to swiftly resolve issues.
- Delivery Services:
- Quality Control and Quality Assurance:

Current / Recent Contracts:

36C24123P0105 - Boston VA Healthcare System CWT Payroll Program (1 Base year, 4-1-year options)

III. Corporate Experience

Planning, Inc. was awarded a contract to provide payroll services for the VA CWT program on November 7th, 2022. While a relatively new contractor to the CWT payroll services, Planning, Inc. as a SDVOSB is dedicated to our veterans and providing the highest quality services. In its first contractual year Planning, Inc. will provide up to \$2,080,000 in payroll services. We provide expert program managers, a Certified Public Accountant, and Certified Financial Planners, whose vast knowledge and multi-faceted experience has allowed for a smooth transition and optimal performance of the contract.

IV. Address, Contact and Profile Information

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POC: Steve C. LaPointe, CPA, Chief Financial Officer – steve@planprograms.com
Albert Zapanta, President/CEO – zapantaz@planprograms.com

<u>Business Size</u>	<u>Business Type</u>
Small/<\$7.0M	Corporate Entity (not tax-exempt) CVE-SBA VetCert Verified Service-Disabled, Veteran-Owned Small Business
NAICS Codes:	541214
GSA MAS	47QRAA24D00DB (Expiration September 5, 2029) Maximum Ordering Threshold (\$1,000,000) Federal Discount: .05% if paid within ten (10) days of invoice date Schedule Related Fees: .0075% (included in cost of seminar)
EIN:	52-2254450
DUNS:	196085997
CAGE:	1MZR5
UEI:	V1L2KFHCLSJ4
SAM:	Active -Valid through August 28, 2025