



**SYLVESTER MANAGEMENT
CORPORATION**

CAPABILITIES STATEMENT

Sylvester Management Corporation is one of the nation's oldest full-service meeting management firms. As a woman-owned small business established in 1982, SMC has been producing successful meetings, conferences and educational programs for government, non-profit, and corporate clientele. As a proven partner with its clients, SMC offers unsurpassed nationwide capabilities and an unequalled commitment to excellence.

Conference Planning Functional Areas

Site Selection and Contract Negotiation
Financial Management
Logistical Support
Marketing and Promotion Services
Speaker Coordination
Onsite Conference Management

Budget Development
Development of Planning Timeline
Registration Services
Travel Services
Graphics, Editorial, Creative Services
Post Conference Evaluation

Company Demographics

GS Contract #
Size/Minority
NAICS code
DUNS #
CAGE #
CCR Registered

GS-23F-0180R
Woman-owned small business
561920
19-65927
080Q3
Yes

Corporate and Contact Information

Sylvester Management Corporation is a privately held corporation headquartered in Columbia, South Carolina.

Company Name
Mailing Address
Street Address
Phone
Fax
Contact Email
Website
Contact Person

Sylvester Management Corp.
P O Box 986, Irmo, SC 29063
7522 Irmo Drive, Suite 1, Columbia, SC 29212
(803) 781-1638
(803) 732-0135
toni@sylvestermanagement.com
www.sylvestermanagement.com
Toni S. Sylvester, CMP, President

Past Performance

<p>Name Contact Contract Number Value/Term Summary</p>	<p>Federal Election Commission Liz Kurland, 202-694-1071 Multiple contracts, 1995 to present \$159,870/FY 2012 SMC performed the site selection for meeting facilities, contracted for the sleeping room block, made all the logistical arrangements, processed the registrations and payments, provided onsite management and documented attendance in accordance with the FEC's requirements. Participants registered for different tracks within the conference and SMC managed the registration as well as monitored the number of people registering for each track.</p>
<p>Name Contact Contract Number Value/Term Summary</p>	<p>NOAA Office of Ocean and Coastal Resource Management Gale Peek, (843) 740-1231, gale.peek@noaa.gov Order # DG133C-10-UE-003, a no-cost procurement \$437,850/ FY 2011 The Coastal Zone Conference was held July 17 through 21, 2011 in Chicago, Illinois and 1,007 people attended. SMC's responsibilities under the contract included negotiating a room block of 1,860 sleeping rooms, signing the contracts with hotels and vendors, processing registrations and sending confirmations, collecting fees, providing lists and reports on registrations, reserving transportation for field trips, providing staff for onsite registration, paying conference bills and providing a final financial report after the conference.</p>
<p>Name Contact Contract Number Value/Term Summary</p>	<p>NOAA Marine Debris Division Sarah Morrison, 301-713-4248 x120, Sarah.Morison@noaa.gov Order # NCNR0000-11-00954, a no-cost procurement \$188,249/FY2011 SMC provided registration support services to NOAA's Marine Debris Division for the 5th International Marine Debris Conference. The conference lasted five days, attracted 450 attendees, many of whom came from other countries. SMC's responsibilities under the contract included conducting a pre-conference site visit 6 months prior to the conference; negotiating and signing a contract with the Waikiki Beach Marriott for food and beverage; negotiating and signing a contract for bus transportation to field trips and evening events; processing registrations and sending confirmations; collecting fees; providing lists and reports on registrations; providing two staff members on-site during the conference; paying conference bills; and providing a final financial report.</p>