



One Source, Global Solutions.

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Performance Based Statement of Work (PBSW): Arrow, Inc.

This PBSW represents a formal proposal by 3D Global Solutions, Inc., to build a scope of services and deliverables for Arrow, Inc. Specifically, 3DGS agrees to provide those services and functions to build and market products and services to the both Federal and State Governments. These services include the full range of acquisition planning, market research, program management, solicitation management, contract proposal writing, and contract administration. In addition to these services, 3DGS will conduct onsite training that will introduce Arrow, Inc. to the Federal marketplace. This training will provide 1), an overview of all the associated processes used in Government contract and acquisition planning, 2) a review of the Federal Acquisition Regulation and key statutes, laws, and policies used in Government acquisitions, a review of the appropriations process and Congressional actions that impact contracting with the Federal Government, and the key agency players and the roles they play in acquisition planning. These briefs will be followed by an exploration and refinement of current business practices and capabilities of Goodrich, a capability validation to ensure the highest probability of being “responsive” to Government requirements, and finally a validation and decision analysis to proceed with proposal development.

Acquisition Planning: These services include development and refinement of capabilities, analysis of alternatives, risk analysis, budgeting and forecasting, and competitive analysis. These services are required to ensure all preparatory actions needed to offer commercial services to the Government are understood and coordinated. Government acquisition and contracting laws, regulations, and policies is complex and require a formal working knowledge of this domain. Additionally, it is imperative to understand the Congressional appropriations and budgeting cycle to effectively integrate into Federal spending and planning programs.

Market Research: These services are designed to conduct thorough SWOT analysis and provide feedback on market competitiveness. Focus during this period includes actions to refine scope of services and supplies, and target those Federal and State agencies that may have a current or planned need or requirement. Market research is data intense and requires due diligence to effectively identify strengths, weaknesses, and potential opportunities in this complex environment.

Program Management: These services are designed to provide all planning activities and coordinate actions, deliverables, and identify issues. Our approach uses an Integrated Planning and Process Team, which fully integrates the operational and financial objectives of the client. In addition, the program manager will construct a budget and obligation strategy, complete with milestones and “check” points for management review.

Solicitation Management: These services take the approved course of action developed during acquisition planning, and match up your capabilities to Federal agency requirements. This phase also looks at risk mitigation in determining the type of solicitation to pursue, i.e., fixed price contract to more complex cost type contracts, and makes recommendations to ensure the right resources are available to successfully pursue these opportunities.

Contract Proposal Writing: These services coordinate and structure the process required successfully bidding and submitting for Federal contracts. This process is regimented and must be closely articulated and managed to ensure all team members are focused on meeting the intent of the Governments need. These services collectively coordinate and develop technical, pricing, past performance, and general management input for the proposal submission.

Contract Administration: These services are specifically focused on the management of the contract post-award. These services include payment, receipt, invoicing, billing quality assurance, quality control, contract modification/change support, customer service functions, cost accounting services (CAS) and contract close-out. These services primary focus is on deliverable performance and meeting the objectives and schedule of the contract.

The following information is provided to provide an overview of the qualifications and expertise 3DGS will provide.

Program Manager

SUMMARY

Focus is on projects of extremely high growth, complexity and visibility. Includes resource allocation, all phases of a development life cycle i.e., feasibility study, requirements, analysis and implementation planning. Manages the relationship with all levels of customer management Frequent contact with all levels of customer management is expected. Ensures program quality and conformance to standards. Coordinates and directs the activities of all levels of consultants on a project team. Exchanges ideas, information and opinions with the Business Analyst and the Technical Analyst to arrive at decisions, conclusions, solutions, or solve disputes. Is a company-wide recognized expert and leader.

ESSENTIAL FUNCTIONS

- Develop deliverables related to project initiation including feasibility studies, risk assessment, project initiation reports, staffing, project organization outline, and standards and control procedures.

- Monitor program progress, deliverables, quality assurance, and customer service. Report status to client and identify and resolve risks that impact project completion. Manage time and budget for the client, initiate action to identify and resolve problems, and ensure goals are met. Coordinates planning, development, documentation of program to ensure timely deliverables and program success.
- Adjusts resources as necessary to ensure program success and completion. Provide work direction and feedback to all team members and assist them in issue resolution. Provide guidance to team members on administrative and technical problems. Providing customer service to client by developing team behaviors and empowering team members to plan and execute work. Assist in staffing activities related to project.
- Develop new processes as necessary to ensure mission critical systems are completed; provide expertise in identifying appropriate methodologies for large-scale development efforts.
- Prepares and delivers formal presentations to colleagues and management. Shares “best practices” for account management staff development and technical expertise.
- Consults on other large projects and is viewed as a resource assigned to the company’s most critical efforts.
- Communicates with Sales and Marketing regarding re-engagements, additional team staff, potential new opportunities, and successful projects.
- Reviews and recommends to client adequate plans for the control of planned outputs, budget spending, labor efficiency, material efficiency, customer service, and order entry efficiency, along with human utilization.
- Reviews performance against operating plans and standards. Provides reports to client on interpretation of results and approves changes in direction of plans.
- Presents monthly reports on performance as requested by the client.
- Defines and recommends objectives in each area of Sales. Develops specific short-term and long-term plans and programs, together with supporting budget requests and financial estimates.
- Coordinates and collaborates with other departments of the corporation in establishing and carrying out responsibilities.
- Secures orders from existing and potential customers by means of visiting the customer facility or contacting by phone.
- Secures opportunities to quote on customer requirements.
- Follows up (by phone or visit) on quotations submitted to customers.
- Establishes professional customer/vendor relationships with appropriate customer personnel.

- Identifies training needs, initiates development of subordinates, recommends effective personnel action.
- Consults with all segments of management responsible for policy or action. Ensures compliance within area of responsibility. Makes recommendations for improving effectiveness of policies and procedures.

Contracting Officer

Contracting Officers conduct a wide range of acquisition life cycle activities from acquisition planning through contract award and subsequent closeout activities. Contracting Officers, working with Federal Acquisitions Regulations guidelines, are responsible for fixed price contracts as well as cost reimbursement contracts of varying complexity. Using innovative acquisitions business practices, Contracting Officers conduct acquisitions activities that are vital to company growth. Duties include: serving as an acquisitions advisor to corporate executive teams; performing acquisitions planning functions; preparing costing models, evaluating proposals; negotiating contracts; and performing the full range of contracts administration responsibilities.

Contracting Officer – Over 20 years Federal Contracting officer (series 1102) working in the DoD at headquarters, base, and in a deployed environment. Served as Procuring Contracting Officer (PCO) for US Marine Forces Central Command, the Service Component Headquarters to US Forces Central Command (Combatant Commander) in Iraq. Responsibilities included acquisition planning, requirements determination, solicitation and synopsis planning, source selection execution and oversight, and awarding of over \$2.33B in contract obligations to support all Marine Forces in Anbar Province, Iraq. Experienced in all types of competitive Fixed Price and Cost Reimbursement Award Fee, Incentive, and Economic Price Adjustment contracts for supplies and services. Extensive experience in Federal Appropriations (Fiscal) Law, bid protest law through US Comptroller General (GAO), cost audit and Cost Accounting Standard (CAS) compliance per FAR Part 30 (allocable and allowable contract cost). Major Defense Acquisition Program (MDAP) experience as PCO to DoD system support modules of Mechanization of Contract Administration Services (MOCAS) used for audit, invoicing and payment of Government contracts. Served as Head, Policy and Oversight Branch, Contracts Division, Headquarters Marine Corps, responsible for 12 major buying and procuring offices within CONUS with an annual budget of more than \$900M in FY2003. Certifications include Defense Acquisition Workforce Improvement Act (DAWIA) Level III (Contracting) and Level II (Program Management), CISCO Certified Network Associate (CCNA), Six Sigma Black Belt, quantitative analysis and decision support to include maximization, Monte Carlo, and simulation (risk assessment). DAWIA certifications are regulatory requirements for federal employees who have acquired the required skill sets and experience and are members of the Acquisition Professional Community (APC) as required by law. In addition, Level III certifications require a Master's Degree in a technical field of study in Systems Management, Accounting, or Economics.

Proposal Development

The duties of the Proposal Development are to provide: content development of the 3D Global Solutions Inc. (3D) proposal team; coordination of requests for proposals (RFP); review, production, submission; and proposal follow-up for each of 3D's submittals.

REQUIREMENTS

Specific tasks include:

- Coordinate review and analyze RFPs to make the recommendation bid decision in concert with the VP Business Development
- Develop and standardize content to bring a level of professionalism and credibility to our responses
- Collaborate with participating companies of joint or teaming proposals to develop the Integrated Solution in response to an offering.
- Recommend and develop the proposal outline
- Edit and publish the proposal as directed.
- Tracking and reporting to client on RFP submission status, win/loss rates, and lessons learned, and as necessary, the generation of other reports for oversight of the Business Development Dept
- Communicate with client operating regarding government regulations and applicable standards, guidelines, processes, and procedures to support, guide and execute proposal process.
- Establish and coordinate regularly scheduled meetings with client to determine bidding strategies, budget requirements, and return on investment status.