

Government level of effort estimate to perform this Task Order #1 Statement of Work

RFQ #HSBP-05-007

Labor Category *		Estimated Hours
Senior Mgmt Principal		1,920
Mgmt Principal		9,600
Subject Matter Expert IV		11,520
Sr. Mgmt Consultant		11,520
Mgmt Consultant		28,800
Sr. Mgmt Specialist		19,200
Management Specialist		11,520
Management Analyst		9,600
Analyst		13,440
Admin Assistant		5,760
Total Labor		122,880

* See attached brief labor category descriptions

Task Order #1

Level of Effort Estimate Labor Category Descriptions

Senior Management Principal

Has 20 years experience in the design, development and implementation of sophisticated IT program acquisition projects. Must have executive knowledge to operate within a complex organization and communicate with a wide variety of executive managers. Supervises and provides guidance to multi-discipline managers in the development of processes and procedures. Establishes priorities and allocates resources as required to achieve program objectives. Provides strategic program management guidance to senior government officials. Attends key meetings, stays abreast of the entire program so that appropriate strategic advice can be offered, participates in the development of effective contracting strategies, and assists Senior Modernization Program managers as required.

Management Principal

Has 15 years experience in support of sophisticated IT program acquisition projects. Supervises the efforts of professionals who provide program management expertise and services. Areas of expertise include functional implementation of program and project management disciplines and processes, program integration across projects and direct program control. Functions include business/financial management support, process improvement and quality assurance, training and development, and acquisition management. Provides recommendations related to program management to government officials for approval. Must have strong technical and non-technical oral and written communication skills in order to express complex concepts in terms that are understandable to all management levels.

Subject Matter Expert

Has 10 years experience in support of sophisticated IT program acquisition projects. Supervises the efforts of senior management specialists. Possesses extensive expertise in various process models relative to the business environment and its associated systems, such as SA-CMM and PVCS Dimensions applications. Requires experience with organizing, planning and executing large, complex projects from the concept stage through to implementation. Requires a solid understanding of federal acquisition regulations, strategic organizational objectives, and DHS acquisition policies. Applies knowledge of business operations, business improvement theories and practices in leading multi-discipline teams in the identification and resolution of system acquisition problems.

Senior Management Consultant

Has 10 years experience in support of sophisticated IT program acquisition projects. Supervises the efforts of management consultants in functional areas such as, media communication, government processes, Capability Maturity Model, acquisition, earned value measurement, property management, human resource management, and operations and maintenance. Performs needs assessment and analyses; develops and plans, process, and procedures; and identifies/measures performance gaps and their potential impacts. Develops processes and procedures for implementation of program initiatives reduce adverse impacts.

Management Consultant

Has 5 years experience in support of sophisticated IT program acquisition projects in specific functional areas. Works under the direction of a Senior Management Consultant in the implementation approved processes and procedures. Functional areas of expertise include media communication, government processes, Capability Maturity Model, acquisition, earned value measurement, property management, human resource management, and operations and maintenance. Skills required include analysis of integrated schedules, tracking of project issues, maintenance and analysis of project budgets, and performs QA checks on delivered products.

Senior Management Specialist

Has 6 years experience in support of sophisticated IT program acquisition projects in specific subject areas. These subject areas include SA-CMM, PVCS Dimensions, risk assessment, process improvement, business cased development and contract requirement definition. Works under the supervision of a Subject Matter Expert in implementing approved processes and procedures. Supervises Management Specialists in the retrieval and analyses of data related to specific projects. Requires a high degree of proficiency in MS Office applications such as Word, Excel, Access and Project.

Management Specialist

Has 2 years experience in supporting government projects. Works under the supervision of a Senior Management Specialist in implementation of procedures related to specific subject areas. Prepares draft analyses, briefing materials, and reports for review and approval. Develops supporting documents for related decision papers and analytic reports. Requires a high degree of proficiency in MS Office applications such as Word, Excel, Access, PowerPoint and Project.

Management Analyst

Has 2 years experience in supporting government projects. Works under the supervision of a Management Consultant in implementation of procedures related to specific functional areas. Prepares draft analyses and reports for review and approval. Conducts needs assessments. Develops supporting documents for related decision papers and analytic reports. Requires a high degree of proficiency in MS Office applications such as Word, Excel, Access, PowerPoint and Project.

Analyst

Has 2 years experience in supporting government projects. Works under the supervision of project managers. Duties include supporting facilities management activities, reviewing and analyzing government financial management reports for obligation and expenditure status, tracking and analysis of invoice information and general file management. As required, supports the preparation of draft analyses and reports for review and approval. Develops supporting documents for related decision papers and analytic reports. Requires a high degree of proficiency in MS Office applications such as Word, Excel, Access, PowerPoint and Project.

Administrative Assistant

Provides administrative and clerical support the Senior Management Principal. Applies an understanding of policies and procedures to complete assignments. Coordinates with various government officials in scheduling meeting and preparation of agenda items. Provides site support for conferences and seminars. Requires a high degree of proficiency in LOTUS and MS Office applications such as Word, Excel, Access, PowerPoint and Project.