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Executive Summary

The Department of Defense and its logistics infrastructure face complex challenges. With the drawdown of operations in Iraq and Afghanistan, J4 Logistics will be called upon to manage a significant volume of retrograde and repositioning operations. Rebalancing America's fighting forces to support an evolving strategy and "pivot" demand, especially in light of fiscal and budgetary challenges, will require DoD supply chain expertise and analytical insight grounded in novel approaches and fresh thinking.

PRIME BIDDER, LLC is a service-disabled veteran owned small business (SDVOSB) that applies operations research and analytical expertise to optimize DoD logistics operations and supply chain systems. We help DoD organizations improve their decision making and planning by leveraging advanced statistical analysis, mathematical modeling, and innovative and emerging technologies. Looking closely at a wide range of data, PRIME BIDDER enables our clients to achieve strategic objectives by transforming information into actionable knowledge and effective solutions.

PRIME BIDDER helps analyze and execute DoD logistics strategy and currently provides analytical support to the DLA Office of Operations Research and Resource Analysis (DORRA) to orchestrate end-to-end supply chain management. Using our experience and knowledge across the Whole-of-Government logistics domain, we help optimize logistics enterprises through rigorous analysis, strategy and policy planning support, and the application of industry-leading practices.

Introducing Team Prime Bidder

Team Prime Bidder comprises **PRIME BIDDER, LLC** and **Whitney, Bradley and Brown, Inc.**, in a combination of industry-leading expertise, mature corporate capabilities, and best-of-breed performance management approaches.

<<LOGO>>	Founded in 2006, PRIME BIDDER is a SDVOSB that provides comprehensive operations research and program analysis services across a diverse spectrum of domains and functional areas. Our team of logisticians, systems and data engineers, and program management specialists couple deep industry knowledge with a vast array of multi-disciplinary analytical tools and provide solutions through rigorous evaluation and evidence-based reporting. We have supported and continue to support the analytical apexes of organizations across DoD including DLA, USTRANSCOM, OSD CAPE, the US Army, and DIA, among others.
PRIME BIDDER, LLC	
<<LOGO>>	<p>BID PARTNER brings together experienced former government leaders, accomplished requirements managers, veteran acquisition professionals, senior program managers, experienced business analysts, professional logistics leaders and respected operational experts – all with the goal of improving the acquisition and sustainment of systems and the optimization of client performance.</p> <p>Over the course of three decades, BID PARTNER has established a reputation for providing innovative concepts and technical solutions to complex warfare issues and has current knowledge and insight into Joint, Service-level and OSD perspectives of requirements and warfare issues. BID PARTNER provides extensive support to a broad range of acquisition programs to include the full spectrum of life-cycle logistics, business analysis, process improvement and sustainment planning. BID PARTNER consultants have a clear understanding of the complexities and challenges associated with creating a seamless sustainment environment for the Warfighter and are immediately available to help solve these challenges.</p>
BID PARTNER	

Why Team Prime Bidder?

Based on our analytical expertise, we have established an excellent rapport and built a relationship of trust throughout the Defense logistics community, critical when working and coordinating end-to-end integration initiatives between agencies in the DoD supply chain. Team Prime Bidder's experience and expertise, established relationships across the Joint Logistics Enterprise (JLEnt), and overall technical approach to providing analytical and functional support provides a number of features and benefits to the Joint Staff as summarized in the table below.

Feature	Benefit
Responsiveness <i>Agile prime contractor</i>	Forward-thinking approach to taking timely and proactive strategic actions based upon a mission-first mentality.
Communication <i>Information Accessibility</i>	Provides critical program insights and timely information through open communications, relevant metrics and comprehensive reports.
Superior Service <i>ORSA & Logistics Expertise</i>	Expertise in providing comprehensive supply chain solutions, strategic program analysis and oversight.



Team Transparency <i>Badgeless Team</i>	Optimized performance in all functional areas. Combined expertise with a single face to JS J4.
Flexible Solutions <i>Diverse Skill Sets</i>	ORSA, logistics, and policy development expertise to provide customers with a deep “toolbox” of capabilities.
Service-Oriented Processes <i>Seasoned Management Team</i>	Proven PMI, Lean Six Sigma, and ITIL-based processes and techniques to reduce risk and provide superior performance.
Proven Teamwork <i>Mature professional relationship</i>	Improved distribution enterprise support to the warfighter through effective coordination and communication processes.

Management Section

As a committed partner, PRIME BIDDER seeks to earn your business, and strives to earn your trust. Our management approach extends this philosophy from the top, including corporate leadership commitment to customer satisfaction and selection of partners that share our approach to disciplined program management practices based on industry leading frameworks, to program team personnel whose knowledge and expertise are matched by their desire to help customers achieve their outcomes.

Our management approach is based on industry best practices from the Information Technology Infrastructure Library (ITIL) Services Delivery and Management framework. It is further informed by our successful application of this framework to provide advisory and assistance services to DLA stakeholders through our contract supporting DLA’s Office of Operations Research and Resource Analysis. The processes and management tools we’ve developed in our support to stakeholders across DLA and USTRANSCOM across 31 task orders has enabled us to successfully meet all performance requirements – including a 100 percent deliverable acceptance rate – at a cost savings versus the prior incumbent contractor.

Key tenets of our approach to support the Joint Interagency Logistics Initiative are highlighted in the table below.

Management Approach	Benefits to JS J4 MNIA
<i>We empower our program leaders with efficient processes.</i> Team Prime Bidder will employ a Program Management Office (PMO) approach much like the one employed in our support to DORRA. Our PMO approach, based on industry and government best practices, streamlines management and administrative functions for our program manager including HR and recruiting, contracts management, performance and financial management, and quality and risk management.	Government leadership can rest assured that their management support can rapidly provide the right capabilities when requested.
<i>We will apply standardized formats for the documentation and scheduling of key program management activities.</i> Team Prime Bidder will collectively develop program management controls documentation in accordance with contract requirements, FAR/ DFARS and Joint Staff regulations as applicable, and Program Management Body of Knowledge (PMBOK) standards. We will share these templates with GOVERNMENT ORGANIZATION program leadership for their review and approval, such that it will help develop mutually beneficial formats for sharing program management information.	Standardization with MNIA and COR agreed-upon standards minimizes ambiguity and establishes a trusted working relationship.
<i>We will empower task managers to focus on customer satisfaction.</i> We will apply and promulgate mutually agreed-upon communications formats and management controls to Task Leads, and streamline the sharing of information related to Task Order performance. In this way we minimize the administrative burden on Task Order Leads so that they may focus on their customer’s mission and requirements.	A flat organization with a shared emphasis on performance excellence ensures MNIA leadership that they communicate directly with experts.
<i>We have established and will maintain consistent team communications through dedicated personnel.</i> Our experience managing high-performance analytical teams has taught us that consistency is key. Anticipating requirements from across the spectrum of labor categories defined in this RFP, Team Prime Bidder has convened its partner companies to form a Strategic Advisory Group comprised of personnel capable of drawing upon their respective company’s resources in support of project requirements. We have established points of contact within each of Team Prime Bidder’ partner organizations who will convene to discuss current and anticipated staffing requirements.	Dedicated communications channels minimize management burdens and saves time and resources for support of MNIA’s mission.
<i>We will maximize efficiency and collaborative effort by using innovative tools.</i> Specifically, to enable 24/7 communications and collaboration within and among Team Prime Bidder, PRIME BIDDER has utilized its existing IT infrastructure relationship with Google to create the GOVERNMENT ORGANIZATION Team Portal. This portal site, accessible globally to all partners and secure for each, will enable our IDIQ Management Team and Task Order Teams to connect and share documents,	Use of online analytical tools and access to management dashboards enables quick



Management Approach	Benefits to JS J4 MNIA
action items, schedules, and data as required. We will also provide program managers and stakeholders access to performance management dashboards with frequent updates of deliverable, cost, scope, and schedule information.	responses to all Government inquiries.

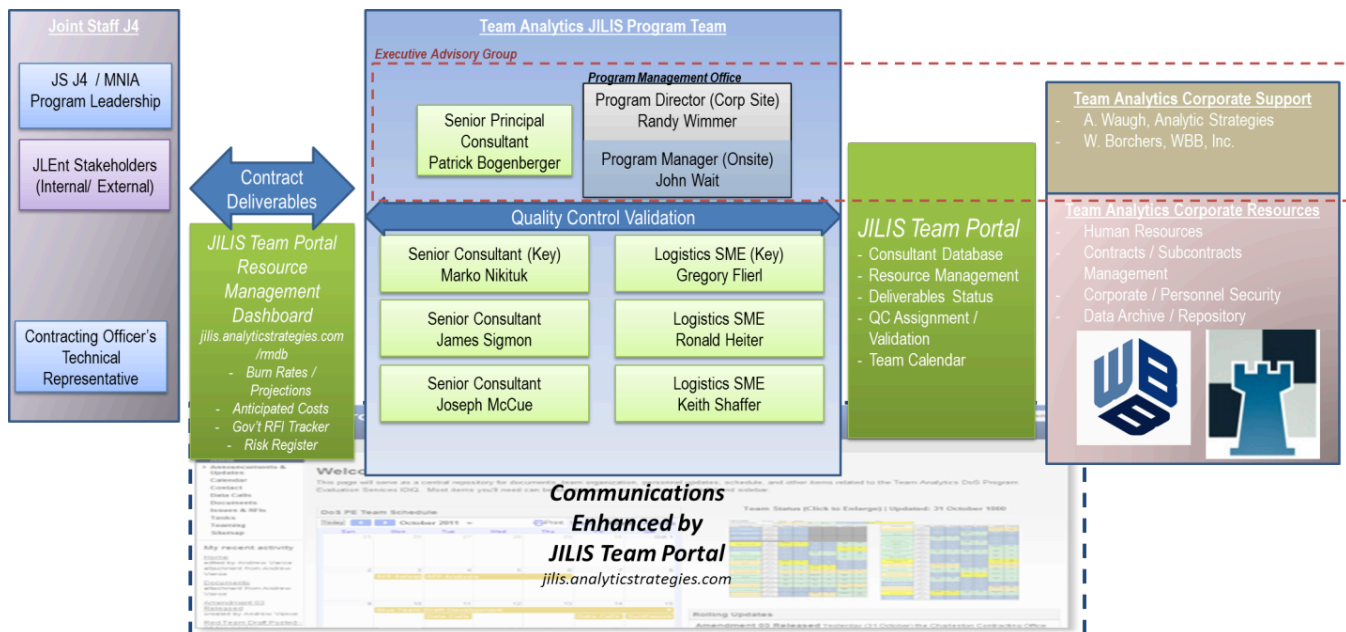
Program Organization.

From the outset our program management design was created to enable maximum flexibility to dynamic requirements from JS J4 while retaining solid quality assurance procedures to achieve continued customer satisfaction.

PRIME BIDDER' management team has significant experience managing large prime contracts with multiple big-business partners, including our DLA \$15M single award IDIQ and our Seaport-e MAC. Our proven IDIQ management approach is two-pronged. First, establish the right management structure. Second, empower management personnel with the responsibility and authority to make decisions, locally and promptly, to achieve complete customer satisfaction.

To capably support program leadership in addressing the complex issues related to operations analyses, experimentation, war fighting scenarios, combat modeling and simulations, operational effectiveness analysis, and planning and decision aids, JS J4 requires a team that simultaneously offers a diverse set of capabilities and has a management structure that can efficiently deliver these capabilities. Moreover, we understand that the scope of this project requires far more than coordination of individual task order managers, from which successful individual projects but inadequate strategic-level outcomes result. Instead, support to the MNIA logistics operations studies and analyses demands a synchronized approach that links enterprise-level customer goals across efforts to achieve success at all levels of perspective.

To provide this synchronized support and integrated management, Team Prime Bidder has committed to standing up a contract-specific GOVERNMENT ORGANIZATION Program Management Office. Team Prime Bidder PMO will provide fully integrated and immediate support to our GOVERNMENT ORGANIZATION customer, our onsite managers and all task



order stakeholders. It is irresponsible for any bidder to espouse the capabilities of its teaming partners without having a defined and fully integrated management structure in place to actually leverage these capabilities. Team Prime Bidder GOVERNMENT ORGANIZATION PMO provides the requisite support and management maturity to successfully support a large, complex IDIQ program.

Program Management Personnel.

Team Prime Bidder' proposed Program Director (assigned as the corporate Program Manager role) is Mr. Randal Wimmer. Mr. Wimmer is ideally qualified to lead this program, possessing professional certifications as both a PMI-certified Project Management Professional (PMP) and an EXIN-certified (Foundation-level) ITIL professional in IT Services Delivery & Management. He is a graduate of the U.S. Naval Academy and the Naval Postgraduate School, and he has completed a comprehensive program management curriculum at the Defense Acquisition University. He possesses a Master's Degree in Operations Research, a Bachelor's Degree in Mechanical Engineering and a Graduate Certificate in Data System



Development. Mr. Wimmer has 20 years of directly relevant experience managing highly technical data management, policy analysis and simulation projects. He has a proven track-record managing various projects in support of the Office of Secretary of Defense – Program Analysis & Evaluation, NAVSEA, Office of Naval Research, Office of the Chief Information Officer at the Department of Homeland Security, Homeland Security Information Network – Critical Infrastructure (HSIN-CI) Program Office and the Federal Aviation Administration Air Traffic Control Command Center. Mr. Wimmer is the 1997 recipient of the Military Operations Research Society's Stephen A. Tisdale Award for analytical achievement, supporting the US Navy. As a corporate leader, he will ensure proactive corporate support from our partners.

To support Mr. Wimmer in leading Team Prime Bidder' GOVERNMENT ORGANIZATION efforts will be our GOVERNMENT ORGANIZATION Program Management Office (PMO). Team Prime Bidder GOVERNMENT ORGANIZATION PMO will be created from "matrixed" corporate resources from its team corporate members, creating a scalable, fully integrated management entity. This team includes Mr. John Wait, Team Prime Bidder' on-site program manager and Quality Control Manager, assisted by corporate staff from PRIME BIDDER and BID PARTNER. The Team Prime Bidder GOVERNMENT ORGANIZATION PMO will assist the GOVERNMENT ORGANIZATION Program Director by:

- Ensuring effective use of industry best-practices for project and quality management.
- Supporting program and task order "stand-up" and transition management, as required
- Developing quality management systems and quality control plans for new project tasks.
- Performing quality audits, cost effectiveness reviews, and performance assessments of Team Prime Bidder projects.
- Training and mentoring of Team Prime Bidder management professionals.

Built with PRIME BIDDER' experience leading teams with diverse corporate partners, Team Prime Bidder PMO approach ensures the government gets the best possible solution, while concurrently delivering quality products and services at a reasonable price. One of the most effective ways to reduce cost and improve workload performance for the customer is to view and manage the contractor team as a single organization, instead of individuals, independent companies operating under unique teaming agreements. Team Prime Bidder was created with this philosophy in mind. To the maximum extent possible, the Team Prime Bidder PMO will consolidate relevant program management processes, tools and information systems, recruiting databases, and facilities and resources.

Addressing GOVERNMENT ORGANIZATION management and operational requirements via an integrated, "one team" approach, cost savings are achieved through the elimination of redundancies and more efficient, streamlined processes. Additional components and benefits of our approach are highlighted in the table below.

Team Structure Feature		Customer Engagement Benefit
1	Program Director (J. Wimmer)	<ul style="list-style-type: none"> - Provides corporate leadership focus and support to drive team effort - Underscores PM emphasis on Customer Commitment to frame the partnership with MNIA
2	Program Manager (J. Wait)	<ul style="list-style-type: none"> - Focuses on customer experience and relationship management to reduce risk/anxiety during transition - Leads customer mission engagement planning activities to build partnership with stakeholders and external data customers - Leads customer education and training efforts to promote increasing levels of service quality in the field - Provides expertise and guidance for request for support responses - Provides day-to-day administration of Quality Control activities to ensure customer satisfaction - Serves as PM when PM is unavailable
3	Corporate Reach-back (A. Waugh, AS) (W. Borchers, BID PARTNER)	<ul style="list-style-type: none"> - Provides PM with direct access to full capabilities of PRIME BIDDER and BID PARTNER
4	Task-Specific Leads	<ul style="list-style-type: none"> - Delivers resources, direction, and immediate reach-back to corporate leadership to provide a streamlined, managed support that preserves mission continuity - Maintains program-wide focus on transformation activities that increase service quality while reducing costs - Works to identify opportunities to leverage enterprise-wide initiatives to enhance consistency, quality and efficiency
5	Executive Advisory Group	<ul style="list-style-type: none"> - Provides "pro bono" advice and consent to the JS J4 MNIA Project Leadership based on decades of experience



Team Structure Feature	Customer Engagement Benefit
	- Provides a strategic resource for the customer's Advisory Panels

Corporate Communications

Team Prime Bidder places a priority on streamlining communications requirements to customer-approved standards, thereby ensuring clarity in sharing information and correctly answering the right question the first time. Our communications approach, including conformance to applicable CDRLs identified in the Solicitation, are highlighted in the table below.

Cost, Scope, and Resource Control – Implementing Proven Effective Approaches.

On a cost-based effort, adequate cost controls and management flexibility are essential to ensuring mission success while remaining within cost and budget parameters. Team Prime Bidder understands this – both PRIME BIDDER and BID PARTNER have experience managing complex analytical tasks on time and on budget. To cite one example, on our support to DORRA, PRIME BIDDER has developed resource and cost allocation budgeting controls that have ensured no cost overruns on more than 30 Task Orders awarded to date.

Team Analytics Communications Plan: Components and Highlights		
Technical Interchange Meetings <ul style="list-style-type: none"> Document attendees and schedule Gather data, coordinate remote access Ensures right people are available Makes meetings more productive 	Regular Project Activity Reports (CDRL A002) <ul style="list-style-type: none"> Cover all key activities by week Address issues and potential issues Increase visibility and awareness Plan and track issue resolution Increase resource use efficiency 	Quarterly Management Reviews <ul style="list-style-type: none"> Review Contract and Project performance using metrics Assess transformation status, issues/actions Enhances visibility, future planning Moves issues to closure
Incorporation of Status / Performance Information into Integrated Project Schedules (CDRL A001) <ul style="list-style-type: none"> Evaluate incoming information for impact Route to appropriate Project Leads in JILIS Management Teams Yields prioritization, impact areas Forces resolution of cost/scope/schedule management Makes information actionable 	Resource Management Communications <ul style="list-style-type: none"> Assess resource assignment to tasks Provide transparency through Resource Management Dashboard for Gov't leadership Realign as needed for efficiency Places focus on efficient mapping Improves cost efficiency Assess compliance in fully staffing effort Maintain Team database of personnel available to support JILIS requirements 	Timely Status Reporting & Product Delivery (CDRL A004) <ul style="list-style-type: none"> Plan all tasks, measure progress regularly Create project and product plans Support quick reviews and technical analyses with right skill mix for accelerated timeline Provide visibility on task / deliverable status Define products and set standards based on QASP guidance Improve quality of results within timeline requirements Leverage knowledge base through Strategic Advisory Group

Team Prime Bidder will employ a variety of approaches to ensure full cost compliance and early, proactive identification and resolution of potential issues. These approaches are detailed in the table below.

GOVERNMENT ORGANIZATION Project Performance and Control Priorities
1. Maintain clear and timely communications. Use Communications Plan to define and schedule contract-level and TO-level interactions Detail methods, quantity, frequency, and format of communication prior to beginning execution so it can be a planned, scheduled part of the program and individual projects Describe and define communications between key contract/TO team members and GOVERNMENT ORGANIZATION Program Leadership
2. Provide accurate tracking of technical, cost, and schedule metrics at the contract and TO levels. Report technical, cost, and schedule metrics using DoS Team Portal for timely issue recognition Seek guidance / approval for all cost expenditures Provide at-least-monthly reports of technical, cost, and schedule metrics at contract and TO levels Prepare Monthly Status Reports (MSRs) detailing accomplishments, issues, financial data, & planned activities, including (but not limited to) the following elements: <ul style="list-style-type: none"> - Projected work for the upcoming month - Current issues and proposed resolutions - Current financial status (text and graphic format); includes comparisons of projections vs. actuals - Deliverables status, including planned and contingency deliverables - Descriptions of significant activities performed by the team



GOVERNMENT ORGANIZATION Project Performance and Control Priorities	
- Detail on production and QC metrics and production trend analysis	
3. Provide continuous tracking of burn rates and availability of contract resources.	
Provide at least monthly reporting of burn rate & contract resource availability statistics, visible on the GOVERNMENT ORGANIZATION Resource Management Portal	
List hours incurred & budgeted for each task by reporting period	
Detail estimated & actual contract expenditures by task in agreed-upon format	
Provide graphic summary of overall financial status, a detailed estimate of projected costs, & a comparison of projections to actual costs (monthly and cumulative)	
Provide an efficient means for ascertaining whether expenditure rates need to be adjusted to avoid a cost overrun or a situation in which we would fail to spend or return available contract funding to the Government	
4. Design and execute a Quality Control Plan (QCP) in accordance with task objectives and structure.	
Make quality the responsibility of every member on the GOVERNMENT ORGANIZATION Project Team; provide all team members with TO QCP to provide understanding of quality measurement process and emphasis on quality performance and deliverables	
Measure quality using metrics and tools defined in QCP to determine if projects are delivering expected results	
Report data to internal management and customer along with recommendations for any needed improvements	
Minimize performance risk by initiating QA action plans as needed to address quality shortfalls	
Utilize and share a Risk Register to proactively identify & communicate project risks w/ their severity and likelihood	
5. Use the GOVERNMENT ORGANIZATION Team Portal to enhance real-time program, task, and contract status visibility.	
Update GOVERNMENT ORGANIZATION Team Portal at every stage in the TO management lifecycle	
Use GOVERNMENT ORGANIZATION Team Portal to streamline communication across the team and minimize the use of e-mail in transmitting information	
Through custom views, facilitate 24/7 Government access to monthly metrics performance reporting, TO PMPs, and other essential management data	
6. Conduct formal reviews with Government representatives.	
Conduct in-person meeting between the Government PM and IDIQ Manager at least monthly to review key contract issues & formally update the Government regarding contract performance, technical challenges, staffing issues, & contract fiscal performance	
Conduct in-person meeting between Government TO CORs and PRIME BIDDER TO Leads at least weekly to rapidly identify and resolve issues, including TO compliance, staffing profile assessment, performance or staffing issues, changes in customer priorities or requirements, Risk Register review, and status of issues from formal project reviews	
Hold formal reviews (e.g., Design Reviews, Technical / Data Reviews, Quality Reviews) in accordance with PMP	

Resident Expertise and Robust Recruiting Capabilities to Fulfill GOVERNMENT ORGANIZATION Requirements

Personnel Summary. In support of JS J4 requirements Team Prime Bidder has developed a team of highly experienced professionals with extensive knowledge of the Joint, Interagency, and Multinational logistics domain and Joint Logistics Enterprise. Key highlights of our team are presented in the table below. **Team Prime Bidder Key Personnel will be available at the time of task award.** Non-key personnel and contingent hires will be available to begin work within 30 days of task award.

A Qualified and Committed Project Team. Efficient staffing is crucial in supporting GOVERNMENT ORGANIZATION strategy development and program support activities. Team Prime Bidder is prepared to meet all GOVERNMENT ORGANIZATION Task Order staffing needs with the appropriate technical expertise, security clearances, and schedule requirements. We have developed strategies for recruiting, hiring and supporting personnel to respond to specific requirements of the Request for Proposal.

Proven Staffing & Recruiting Success for Cleared, Experienced Professionals

Analytic Strategies has successfully staffed more than 30 Task Orders with highly credentialed, cleared (100% SECRET, 20% TS) analysts for its IDIQ support to Defense Logistics Agency offices, each within 10 days of Task Order award.

We will monitor and anticipate increases or decreases in staffing and workload to proactively minimize impact and maintain project staff at full operational levels. Forward planning and staffing management techniques employed through our Consultant Database enable us to handle fluctuations in workload, task reprioritizations, absences, and attrition without impact to the progress of on-going tasks. Every effort is made to negate the impact of fluctuations by

proactive contingency planning, careful examination of the planning factors, and communication with our JS J4 customers. We strive to make the transitioning of any personnel as smooth and non-disruptive for the government as possible. Open



positions due to attrition receive top priority from the Program Management Team and Team Member corporate support. To facilitate an effective transition upon task order award, Team Prime Bidder will work with JS J4 to identify the most urgently needed skillsets for non-key personnel. Substantial expertise is available through our established Corporate Reachback Committee if an existing specialized capability or technical expertise is needed to meet urgent requirements.

A Living, Shared Consultant Database. As part of our Consortium approach, Team Prime Bidder' constituent partners have developed and agreed to diligently maintain a collective database of senior staff and consultants with the expertise and availability to support requirements under the Program Evaluation Services contract. Administered by PRIME BIDDER through its GOVERNMENT ORGANIZATION Team Portal, already online at <https://GOVERNMENT.ORGANIZATION.analyticstrategies.com> and utilized in the development of this proposal, we will have the capability to rapidly respond to project requirements with the right personnel.

Key elements of our approach to successfully hire and maintain support staff include:

- **Build an Extensive Consultant Database.** We have carefully selected and recruited exceptional personnel. However, our work does not stop there. Following award we will expand the number of available consultants and develop our GOVERNMENT ORGANIZATION Team Portal into a valuable human resource support platform available to respond to future task orders under this contract.
- **Continually Maintain and Update Consultant Database.** We understand that availability and interest of experts will change over time, particularly of those we do not engage in the first year of the contract. We will contact each consultant no less frequently than every six months to confirm their availability and update our database accordingly. Additionally, we will require our consultants (as stated in their Letter of Intent) to notify us should their availability change. In addition, many of our existing Team staff are also credentialed experts and maintain contact with our candidates via professional societies, social media, and other means, ensuring that few of our candidates will ever be far removed from our network.

Name (Proposed LC)	IA Logistics Strategy (PWS 3.6.1)	Portfolio Management (PWS 3.6.2)	Content Management System (PWS 3.6.3)	Meeting Management & Execution (PWS 3.6.4)	IA Logistics Stakeholder Development (PWS 3.6.5)	Strategic Management Process Development (PWS 3.6.6)	Systemic Issues Portfolio Development (PWS 3.6.7)	Outreach (PWS 3.6.8)	Joint IA Logistics Integration Improvement Projects (PWS 3.6.9)	AAPI / Major Disasters/Events (PWS 3.6.10)
James Wimmer (Key) (Program Manager)	X	X		X	X	X	X	X	X	
John Wait (Program Manager)	X		X	X	X				X	X
Gregory Flierl (Key) (LSME)	X	X	X	X	X	X		X	X	
Keith Shaffer (LSME)		X	X	X	X	X			X	
Ronald Heiter (LSME)	X	X		X	X	X				
Patrick Bogenberger (Key) (Sr Principal Consultant)		X		X	X	X	X	X		
James L. Sigmon III (Key) (Senior Consultant)	X	X		X	X	X	X	X	X	X
Doug Kelsey (Senior Consultant)					X	X	X	X		X
Joseph J. McCue (Senior Consultant)		X				X	X	X	X	

Exhibit 5. Team Prime Bidder' proposed personnel provide in-depth expertise across all task areas identified in the Solicitation.

- **Continually Identify and Recruit Technical Experts.** Through continued recruitment we will identify new technical experts to fill gaps in personnel identified through consultant availability updates (as described above) making sure our consultant database only includes names of available technical experts for each subject area. As mentioned previously, Team Prime Bidder members have made, and will continue to make, extensive use of DLA, Service, and other JLEnt "alumni" networks and other social media to identify, maintain acquaintance with, and recruit key talent.



- *Maximize Talent Pool.* Through our recruitment efforts we realized that many consultants are experts in multiple areas. We will design our consultant database to accurately represent the wealth of expertise each consultant brings to our team and utilize it as needed.
- *Determine “High Demand Subject Areas” and Staff Appropriately.* Over the course of the contract we will monitor nature of task orders to determine if there is a high demand for experts in specific subject areas and we will recruit accordingly.

Project Team Staffing Methodology. To ensure quality control in both the evaluative and administrative aspects of recruitment, PRIME BIDDER will employ a proven process for identifying, evaluating, hiring and preparing a candidate to support JS J4. Our process includes the following steps:

Step	Process Description
1 Identification of need/requirement	Staffing requirement is either defined by the Task Order solicitation or the GOVERNMENT ORGANIZATION customer, and documented within the GOVERNMENT ORGANIZATION portal.
2 Opening Notification	Task Order Manager notifies Team Prime Bidder recruiting staff of emergent staffing need through the GOVERNMENT ORGANIZATION portal and email within 24 hours of notification by the customer.
3 Candidate Search	Team Prime Bidder recruiting staff examine the GOVERNMENT ORGANIZATION Consultant database and corporate candidate databases for candidates that match the required skills and experience. The search is broadened to include Team Prime Bidder' corporate recruiting accounts (e.g. Monster, MOAA, MORS) as needed.
4 Candidate Identification	Once determined to be qualified and available, the candidate is brought in for an interview by the applicable Team Prime Bidder manager and HR professionals.
5 Security Verification	PRIME BIDDER' Facility Security Officer performs security pre-screen and clearance validation through JPAS. In the event that the candidate does not have clearance, the candidate is requested to begin security paperwork so that valuable clearance time is not lost during the evaluation process.
6 Candidate Skills Assessment	As applicable, the candidate will be tested for special skills and/or technical requirements.
7 Presentation to COR	Only if the candidate meets and/or exceeds current requirements, the candidate's resume is presented to the Seaport-e customer for consideration.
8 Candidate Selection and Initiation	If the customer is satisfied with the skills and experience of the candidate, the candidate is approved and an offer is made by the applicable Team Prime Bidder member.

Exhibit 7: Recruiting Methodology. To ensure quality control in both the evaluative and administrative aspects of recruitment, PRIME BIDDER will employ a proven process for identifying, evaluating, hiring & preparing a candidate to support GOVERNMENT ORGANIZATION.

Recruiting Capabilities. Team Prime Bidder has effective retention and “career pathing” methods in place to “groom and grow” our workforce throughout the life of a contract. Our Team has procedures in place to cross-train, re-assign, and distribute critical work activities to existing staff members during planned, unplanned, and temporary absences. We also have procedures for handling surge requirements. Managing workload fluctuations and the corresponding staffing requirements are important elements of effective project management. We will monitor and anticipate increases or decreases in staffing and workload to proactively minimize impact and maintain project staff at full operational levels.

Forward planning and staffing management techniques enable us to handle fluctuations in workload, task reprioritizations, absences, and attrition without impact to the progress of on-going tasks. Every effort is made to negate the impact of fluctuations by proactive contingency planning, careful examination of the planning factors, and communication with our Seaport-e customers. The key elements of our approach to respond successfully to changes include: recruitment/planning to minimize fluctuation impact; cross-training new hires to meet new long-term requirements/emerging technologies; overtime/extended workweek schedules to accommodate professionals; internal transfers to satisfy short-term skill



requirements, or for compatibility during staffing decreases; and part-time consultants or temporary employees to provide niche expertise and/or support short-term increases.

We strive to make the transitioning of any personnel as smooth and non-disruptive for the Government as possible. Whether an employee is moving from one task to another supporting an agency, or leaving the Team, we do our best to effect an overlap period between the transitioning employees for training and knowledge transfer purposes. Open positions due to attrition receive top priority, particularly executive-level management attention.

Team Prime Bidder is currently providing to DoD and other Federal Government Agencies staffing support at multiple locations throughout the United States and OCONUS. Our multi-faceted recruitment approaches consist of leveraging media sources such as our own websites, the Monster Board, Military Officers Association of America (MOAA), active participation in the Transition Assistance Program (TAP) on military bases and www.militaryhire.com. Additionally, we advertise in newspapers, professional publications, military out-placement publications and professional association placement services, as well as participation in job fairs, as appropriate.

Our recruiting networks are further complemented by referrals from employees (we offer substantial recruiting/referral bonus incentives). We also maintain relationships with several professional search companies that specialize in cleared personnel to assist in finding talent to fill assignments.

Employee Retention. As a team, Team Prime Bidder is mutually committed to providing challenging assignments, a professional workplace, and career opportunities to our employees supporting Seaport-e. This approach leads to employee loyalty and a focused commitment to our customers. ***To date, our approach has yielded a better than 90 percent employee retention rate.***

Each Team Prime Bidder partner offers their employees with various training opportunities applicable to Joint Logistics and other experience-centric activity needs as part of maintaining their technical proficiency. Due to the close interaction between our teammates, there is a robust history of teammates inviting each other's employees to their in-house training. This close working relationship and increased training opportunity will add significant value to our Seaport-e customers and will contribute to increased value and cost savings.

Team Prime Bidder' members have a reputation for employee satisfaction and loyalty. Commonly cited reasons for our employees' professional satisfaction include:

- *A sense of purpose and continuing direct contribution to their clients' mission.* Our employees believe deeply in the mission of the Defense and Intelligence Communities and in their personal responsibility to apply the training and knowledge they received to support that mission.
- *The exceptional corporate culture that values and respects them.* PRIME BIDDER exercises diligence and care in selecting partners that have positive corporate cultures and strong reputations for employee care. Simply stated, our employees are invested in the success of their respective companies because their companies are invested in their success.

PRIME BIDDER also has a retention program based on competitive compensation, excellent benefits, career counseling and training, and performance-based incentives. PRIME BIDDER' unique corporate culture as well as our carefully designed employee retention program results in job satisfaction, personal fulfillment and professional growth – essential ingredients for employee retention in the constantly fluctuating DoD and IC workforce.

PRIME BIDDER' strategic partnership with ADP TotalSource provides us the human resources and benefits administration capabilities of a billion-dollar company, without the associated large company overhead. In addition, this Professional Employer Organization partnership enables us to offer competitive benefits and compensation packages that ensure our retention of highly qualified personnel.