



The Contract Coach

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### Capability Statement

Donald E. Shannon LLC

Dbas: The Contract Coach

Contact Person:

Donald (Don) Shannon

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<http://contract-coach.com>

**NAICS:**

541611

541613

541690

**Cage Code:**

5QHR9

**D&B:**

832123793

**Certifications:**

Project Management Institute  
(PMI)

- Project Management Professional (PMP)

National Contract Management  
Association (NCMA)

- Certified Federal Contract Management Professional
- Certified Professional Contract Management Professional

American Association of Cost  
Estimating Professionals

- Certified Cost Technician

Society of Logistics Engineers

- Demonstrated Master Logistician

### **SUMMARY**

Proposal and Government Contract consultant with a focus on emerging small businesses seeking to acquire government contracts and develop government required business systems or processes.

### **BUSINESS SUMMARY:**

The Contract Coach is a “Cradle to Grave” contract management and project management consultant with detailed knowledge in federal government contracts, the Federal Acquisition System and the plethora of business system requirements needed to comply with government contracting requirements.

Our focus is on emerging small businesses who have never had a government contract and need a guide through the maze of requirements and regulations. We offer sound, practical advice and training to aid business owners and managers in becoming self-sufficient in the government contract life cycle from proposal to contract closeout and all points in between.

### **CAPABILITIES**

#### Project Management

- Statement of work decomposition into requirements
- Work Breakdown Structure (WBS)
- WBS Dictionary
- Integrated Master Schedule
- Risk Management

#### Proposals

- Proposal Management
- Content Creation and editing
- Win themes and strategy development
- Cost and Pricing support

#### Contract Management

- Negotiations support
- Contract Interpretation
- Correspondence
- Change/scope management
- Change Proposals
- Deliverables Management
- Equitable Adjustments
- Terminations
- Subcontractor Management

### **FACILITIES AND EQUIPMENT:**

The Contract Coach operates from a dedicated home office that has been configured to meet the physical and cybersecurity requirements of the Federal Acquisition Regulation.

The Contract Coach is a consulting partner for two key contract management software products:

- Risky Project – a sophisticated Monte Carlo simulation tool for evaluating the effects of risk or uncertainty on contract schedules or costs
- ProPricer – the industry standard for creating DCAA compliant cost or pricing information that meets the requirements of FAR 15.084 Table 15-2.

### **PERSONAL EXPERTISE:**

Don Shannon is the Contract Coach. He is a graduate of Saint Leo University with a Bachelor's in Business Administration and Master's in Logistics Management from the Air Force Institute of Technology. Don has 23-years' experience as an Air Force Officer and over 30-years' experience as a business owner, manager, and contracts professional.

### **SECURITY CLEARANCE**

Current: Active DoD Top-Secret

### **CUSTOMERS:**

References available upon request.

