Graphical user interface, text, application

Description automatically generated

**Stealth Solutions, Inc.   
Response  
to   
US Department of Justice**

**For**

**Grants Management and Related Training Support Services**

**Request for Information (RFI)**

**June 21, 2021**

|  |  |
| --- | --- |
| Submitted electronically to:  Ms. Jackie Rosero Contracts Specialist Jackeline.Rosero@ojp.usdoj.gov | Submitted by:  Rahul Sundrani, President 22648 Glenn Dr., Suite 206 Sterling, VA 20164 |

Stealth Solutions, Inc.

Stealth Solutions, Inc. (Stealth Solutions) is a Virginia-based, minority-owned small business with an irrefutable commitment to our clients that puts them, their goals, and objectives first. We are a distinctive provider of innovative business process technology and management services and have a demonstrated record of developing innovative solutions. Stealth Solutions takes pride in servicing organizations in achieving their business ambitions via robust, scalable IT solutions relevant to their environment.

Stealth Solutions has more than 5 years of experience supporting end-to-end implementation and post-production support services for electronic Grants Management Systems. Our deep expertise in grants management leads to cost-effective solutions that result in operational efficiencies, measurable outcomes, and increased accountability across Grantor and Recipients.

Stealth Solutions’ Grants Practice offers clients a full suite of services that includes:

* Grants Process Analysis – Understand, analyze, and document the client’s current grants landscape;
* Grant Process Reengineering – Facilitate process groups and decision making to optimize grants processes and identify opportunities for automation. Develop Visual Process Maps to ensure common understanding and consensus-building;
* System Architecture – Assess a client’s technology landscape and future needs, and develop the future state system architecture with a specific focus on technology convergence eliminating redundant systems and harmonizing the information across the Cloud and on-premises applications;
* Grants Management System Implementation and Rollout – Use Agile development methodology to develop product backlog codified as user stories and wireframes. The product backlog is prioritized, and working software is built in a chunk of 2-weeks sprints. Once significant functionality of business value is developed, we work with the client on an iterative rollout to realize benefits at the earliest.
* Grants Management Training – Our consultants have extensive experience in assessing an organization training needs, and then delivering different types of trainings that leads to better monitoring of grants with an outcome of improved grant performance and operational efficiencies.
* Data Migration Support – Support clients in migrating data from the legacy system. Our experts perform data mapping, transformation, and data loading;
* Post-Production Support – Once the system is implemented, provide production support services, including Tier 1 and Tier 2 support. Ensuring the proper adoption of the system, our support professionals are known to strive for continuous improvement and excellence in service.

|  |
| --- |
| Vendor’s name, address, points of contact information, website, DUNS, and cage code |
| Stealth Solutions, Inc. (Stealth Solutions) is a small, disadvantaged, minority business incorporated in the state of Virginia.  Stealth’s address:  22648 Glenn Drive, Suite 206  Sterling, Virginia 20164  Points of contact:  Rahul Sundrani, President  [Rahul.Sundrani@stealth-us.com](mailto:Rahul.Sundrani@stealth-us.com)  (571) 230-5642  Steve Lancaster  Business Development  [Steve.lancaster@stealth-us.com](mailto:Steve.lancaster@stealth-us.com)  (703) 966-2728  Website: [www.stealth-us.com](http://www.stealth-us.com)  DUNS: 080541577  CAGE: 8CSF6 |
| Vendor’s current business designation and size status |
| Stealth Solutions, Inc. is a small, disadvantaged, minority business incorporated in the Commonwealth of Virginia and does not have a parent organization or any subsidiaries. Its DUNS number is 080541577. Our SAM.gov and Dynamic Small Business Search records provide a detailed profile of our firm. |
| 8(a) Program Exit Date |
| Stealth Solution’s 8(a) program exit date is April 29, 2030. |
| Announcement Number – Sources Sought |
| This sources sought was published by:  US DEPARTMENT OF JUSTICE  OFFICE OF JUSTICE PROGRAMS (OJP)  OFFICE OF AUDIT, ASSESSMENT AND MANAGEMENT (OAAM)  GRANTS MANAGEMENT AND RELATED TRAINING SUPPORT SERVICES  All responses to this RFI must be submitted electronically to:  Ms. Jackie Rosero, Contracts Specialist, at Jackeline.Rosero@ojp.usdoj.gov |
| Tailored capability statements addressing the particulars of this effort, with appropriate documentation supporting claims of organizational and staff capability. If subcontracting or teaming is anticipated in order to deliver technical capability, vendors should address the administrative and management structure of such arrangements. |
| When it comes to critical projects like training, it is especially important for agencies to select the right company with subject matter expertise along with a proven process methodology which can be the difference between success and failure. Stealth Solutions has the organizational and staff capabilities and experience to deliver the professional grants management training the DOJ needs.  Training is a journey.  Too many agencies treat training as a single event. At Stealth Solutions, we design custom curriculums that engage learners before, during, and after training launch. We collaborate with your team to build a comprehensive strategy that supports your processes, builds core skills, leverages technology, and aligns with your culture. The war for talent means developing training that keeps adult learners engaged and enthused is no longer optional. Fortunately for our clients, we believe training should not just educate – it should inspire.  Prioritize the curriculum for your content values.  Clients lose precious time when they struggle to identify and plan for a large training project. Stealth Solutions expertly creates plans that manage content development, preparation, delivery, and training support. We take advantage of existing materials and incorporate them into the new curriculum. If you are not passionate about content development, it shows in the final product. By prioritizing the curriculum to focus on high-impact items, we skillfully maximize the use of your resources and create a plan that will turn your content into an asset.  Training that delivers real behavior change.  People learn differently. To develop content, Stealth Solutions integrates proven training methods, instructional design theory, and adult learning principles. Our training programs are customized to ensure they protect your highest-value assets and complement your agency culture. We influence the success of your adult learners by clearly defining learning objectives and developing training that incorporates a variety of engaging approaches.  Our skill sets differentiate our training design.  We look at all aspects of an operation before developing training. Our deep and broad experience with organization design, process design, and technology each contribute to our holistic training development philosophy. The learner journeys we create motivate people to work in new ways and help our clients achieve their business goals more efficiently.  A custom training approach benefits both the learner and the organization.  Stealth Solutions’ digital training development process increases organizational effectiveness. We develop your unique learning path so that it is available where and when it is needed. Our clients appreciate Stealth Solutions’ digital training which:   * Leads to better information retention; * Saves time and money; * Ensures consistent and standardized content; * Scales training across multiple locations; and * Responds to learner needs for speed and repetition.   We discover the right way to reach your team.  Stealth Solutions works collaboratively with agency experts to identify what learners need to know. Then we determine how to deliver lessons in the most impactful way. We expertly design and develop eLearning programs that effectively engage the modern learner. Options and examples of deliverable trainings are:   * Virtual Instructor-led Training; * On-screen, instructor-led, interactive, live training courses; * Computer-based Training; * Pre-recorded training videos that require learner interaction; * Micro Learning; and * 3- to 5-minute, pre-recorded training videos and demonstrations.   Effective training does not stop with creating great materials.  Project management is essential to the rollout and delivery of any training program. Stealth Solutions coordinates training logistics across teams and geographies, leaving nothing to chance. Our consultants build the detailed plans required to schedule learners, coordinate training delivery, and bring sessions to life.  Training delivery leverages agency resources wherever possible to encourage ownership. Each rollout is customized to the specific needs of your organization. Stealth Solutions:   * Trains and embeds super users at key locations; * Institutes train-the-trainer programs; * Provides on-site support and aftercare; and * Offers white-glove coaching to executives.   Training should deliver measurable results.  The best way to guarantee a return on your investment in training is to measure how well learners use new systems and adopt new processes. At Stealth Solutions, we make strategic follow-up a matter of priority. Choosing techniques that suit your organization, we perform learning assessments that include interviews, feedback forms, surveys, focus groups, and process reviews as part of our comprehensive approach. This analysis is used to develop additional training, modify on-site support, and adjust plans for future training events. |
| Past experience providing the range of the general functions specified above |
| Learning Opportunities  Stealth Solutions has supported Grants Management training for clients, including the United States Agency for International Development (USAID), DC Department of Health (DC DOH), Louisiana Community and Technical College System (LCTCS), Regional Municipality of Peel, and [Economic Development Department](https://www.sandiego.gov/economic-development) (EDD) at the City of San Diego.  We take pride and have a successful track record of delivering training in an Agile environment with a mindset of “delivering value frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale.” Most of the engagements in the past few years are in an Agile environment where Grant Management solutions, Business Process adjustments, and related training services are delivered iteratively.  Stealth Solutions uses the following systematic, step-by-step process for implementing an effective and ongoing training program that results in positive business impacts:   1. **Assess training needs:** The first step in developing a grants training program is to identify and assess needs to identify training topics based on the customer’s areas of focus. 2. **Set organizational training objectives:** The training needs assessments will identify any gaps in your current training initiatives and employee skill sets. These gaps will be analyzed, prioritized, and turned into the organization’s training objectives. 3. **Create a training action plan:** The next step is to create a comprehensive action plan that includes learning theories, instructional design, content, materials, and other training elements. Resources and training delivery methods are also codified in detail. 4. **Implement training initiatives:** The Implementation Phase is where the training program is officially launched, promoted, and conducted. During training, participant progress is monitored to ensure that the program is effective. 5. **Evaluate & revise training:** The training program is continually monitored. In the end, the entire program is evaluated to determine if it was successful and met training objectives. At this point, the training program or action plan is revised if goals or expectations are not being met.   Types of Trainings  In our past grants management training engagements, Stealth Solutions has employed various training methods based on participants and the following three primary learning styles:   * **Visual**: Learning by seeing or watching; * **Auditory**: Learning by hearing information; and * **Kinaesthetic**: Learning through action or by doing.   Based on the above learning styles, and by assessing our target participants, we tailor the training materials and have used a combination of the following methods:   * Technology-based learning; * Simulators; * On-the-job training; * Coaching/mentoring; * Instructor-led training; * Roleplaying; * Films and videos; and * Case studies.   We have extensively leveraged webinars for Grantee/Subrecipient training as the recipient community is typically large, and it is harder to facilitate instructor-led training for recipients. These webinars are recorded and available to participants on demand. Below you will find several examples of Grants Management webinars supported by Stealth Solutions:   1. Webinar for USAID: [**Grants - Simplify, Streamline, and Succeed.**](https://www.youtube.com/watch?v=lKnBVTdCiv4)- (<https://www.youtube.com/watch?v=lKnBVTdCiv4>) 2. Webinar for LCTCS: [**Drive Better Grant Mission Outcomes** -](https://www.youtube.com/watch?v=Dl30ZI8pd2I)  (<https://www.youtube.com/watch?v=Dl30ZI8pd2I>) 3. Webinar for City of San Diego: **How the City of San Diego Maximizes Grant Impact** - <https://www.youtube.com/watch?v=H4bTPjeXqKo>   Training Materials Maintenance  As codified in our systematic process, the training program needs to be persistently monitored. Training material must be continuously revised based on changing regulations, business process evolution, and technology adoption.  We maintain an inventory of all training material, including user guides, business processes, standard operating procedures, system manuals, business processes, data dictionaries, etc. Additionally, we also maintain a mapping of all channels such as SharePoint sites, webpages, and Streaming channels where content is distributed. As system and business processes evolve, our consultants work with clients to ensure content is up-to-date and is accurately distributed across all channels.  Training and Instructional Resources  At Stealth Solutions, we are committed to our client development and understand that successful training is a continuing, ever-evolving process as shown in the following exhibit.  Training Cycle - BGS Ltd - Global Risk &amp; Security Specialists  The business processes, regulations, and technology are constantly changing, so it is imperative to develop and maintain training resources continually. In our engagements, we continuously assess the training landscape and then work with our clients to maintain and develop new material. |