Have not talked with Rodway, just with Michalyn. 2/15/2023.

The purpose of this master past performance writeup for each project is to capture and verify experience and accomplishments that can be reliably be used in proposals (portions selected and edited for space as needed). All acronyms should be spelled out the first time used. FAA terms should be explained for the non-FAA readers. Dated information should be brought up to date. Kudos and accomplishments should be identified.

1   Enterprise Programs, Infrastructure, and Communications (EPICS)

Project	Enterprise Programs, Infrastructure, and Communications Services (EPICS) SWIM / FTI / FENS Project
Client / Customer	Federal Aviation Administration (FAA), SWIM / FTI / FENS Programs
Contract Number	DTFAWA-17-D-00014 / EPICS17SPA (NOTE: -00154 is incorrect)
Contract Type	Time and Materials
Client Point of Contact	Chioma Bullen-Samuels, Program Control Lead Chioma.A.Bullen-Samuels@faa.gov 301-943-1235
Company	Space Metrics, Inc. (subcontractor to Noblis)
Location	Federal Aviation Administration, 800 Independence Ave., S.W., Washington, DC 20591
Dates	2/10/2017 to 2/09/2024
Contract Value	$8,312,570.55 ($2,720,257.38 + $5,592,313.20 SWIM)
CPARs	No CPARS available

Contract Scope: As a subcontractor to Noblis, Inc., Space Metrics, Inc. (SMI) provides analytical, scheduling, and earned value management support services to several major programs, including the FAA Telecommunications Infrastructure (FTI-2) / Federal Enterprise Network Services Program (FENS) and System Wide Information Management (SWIM).

Background: The Federal Aviation Administration (FAA) uses the Enterprise Programs, Infrastructure, and Communications Services (EPICS) contracts to implement communications infrastructure programs supporting the National Airspace System (NAS) and non-NAS systems and networks. The Communications, Information and Network Programs group (CINP) is responsible for these programs, which include System Wide Information Management (SWIM), the FAA Telecommunications Infrastructure (FTI-1 ad FTI-2), and other programs.

SMI's work primarily falls with SOW C.3.2, Acquisition and Program Management Support, C.3.4, Business and Financial Management Support, C.3.6, Studies, Analysis, and Evaluations, and C.3.7, Administrative Support.

Project	Enterprise Programs, Infrastructure, and Communications Services (EPICS) SWIM / FTI / FENS Project

SPACE METRICS' SERVICES FROM THE SOW (per Sam Trotman's highlights):

C.3.2, Acquisition and Program Management Support
C.3.2.1, Acquisition Planning and Support
C.3.2.2, Program Management Support
C.3.2.3, Outreach
C.3.2.5, Program Management Assessments and Reporting
C.3.2.6, Quality Assurance
C.3.2.7, Risk, Issues and Opportunities (RIO) Management

~~C.3.4, Business and Financial Management Support~~
~~C.3.4.1, Budget Planning and Formulation~~
~~C.3.4.2, Budget Execution and Tracking~~
~~C.3.4.3, Investment and Business Case Analyses~~
~~C.3.4.4, Cost Estimating~~

~~C.3.6, Studies, Analyses, and Evaluations~~

C.3.7, Administrative Support

Acquisition and Program Management Support. Since 2014, SMI has been providing support to the FAA Telecommunications Infrastructure (FTI) program, which provides consolidated telecom services for more than 5,000 facilities and 30,000 circuits in the National Airspace System (NAS). SMI has supported two iterations of FTI, FTI-1 and FTI-2, including developing the documents and artifacts needed to obtain program and project approval, including Acquisition Program Baselines (APB) and execution plans, ~~Concept and Requirements Definition (CRD) documents, Investment Analysis Readiness Decision (IARD) documents, Initial Investment Decision (IID) documents~~, Final Investment Decision (FID) documents, and Implementation Strategy and Planning Documents (ISPDs) ~~, and Program Management Plans (PMPs)~~. SMI is thoroughly familiar with Joint Resource Council requirements for each decision point, and works across stakeholder groups to ensure that requirements are met. SMI staff adhere to FAA acquisition management (AMS) regulations and office policy.

Currently, both FTI-1 Sustainment and FTI-2 Sustainment have passed FID. Each involved tech refresh source selections to refresh FTI equipment, which must be utilized until the Federal Enterprise Network Services (FENS) becomes available as the FTI replacement.

Risk Management. SMI is currently conducting Risks, Issues and Opportunities (RIO) analysis for FTI, updating the risk register for both FTI program, including identifying risks, mitigation strategies and mitigation actions.

Contract Administration. SMI monitors the FTI implementation to ensure that requirements described in the Implementation Strategy and Planning documents are carried out, delivering weekly reports on implementation status.

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Project	Enterprise Programs, Infrastructure, and Communications Services (EPICS) SWIM / FTI / FENS Project

SMI prepares documents to request cost estimates for Purchase Requisitions (PRs) to order equipment from the vendor, tracks funding request memos and approvals, and monitors delivery to ensure that equipment ordered is delivered. SMI uses FAA tools to create funding requests.

Scheduling. SMI is responsible for preparing all schedules for the legacy FTI program that go before the JRC. SMI staff uses a variety of FAA systems including SPIRE and PRISM, as well as the Microsoft (MS) Office Suite of applications.

Knowledge Management. SMI staff supports management's reporting to the FAA Engineering Council and the JRC, coordinates meetings and prepares minutes. SMI staff maintain acquisition and contract artifacts and decision records on the FAA Knowledge Services Network (KSN), ensuring that documents are appropriately stored in accordance with FAA and site governance rules. The FAA KSN is based on Microsoft SharePoint.

EVM Support. SMI has provided Earned Value Management (EVM) support to the SWIM program for many years, from SWIM Segment 1 to the present. SMI developed the EVM and Integrated Baseline Review (IBR) requirements for the SWIM Phase 2B program. SMI facilitated IBR interviews with the FAA Office of the EVM Focal Point (EVMFP), and developed IBR-related artifacts to support the IBR Process (Work Authorization Documents (WADs), Risk Management (RM), Work Breakdown Structure (WBS) dictionary, etc.) SMI previously used the MPM tool for EVM but currently uses COBRA.

SMI currently supports the SWIM Program Office in investment analysis, working with the Office of the EVM Focal Point on the SWIM Segment 3 EVM Determination development for the Joint Resources Council (JRC) EVM checklist item for the JRC Readiness Process and the Integrated Baseline Review (IBR) for SWIM Phase 2B.

SMI has conducted and supported monthly data calls to ensure milestones are met and costs and schedule baselines are maintained and tracked for accuracy. SMI has led all IBRs for the SWIM Program including various segments. SMI analyzes data for accuracy and facilitate corrective actions within the IBRs.

SMI has supported monthly EVM Council Meetings, providing the meeting agenda, presentations, minutes, and capturing action items. SMI currently coordinates and conducts JRC Criteria Familiarization meetings.

EVM and IBR Training. SMI developed and conducted Schedule / EVM 101 Training, and IBR Training for the Control Account Managers (CAMS).

NOTE: items marked out above were not done by SMI, as discussed with Michalyn on 2/15/2023. 240-702-5787.

Materials below were from prior writeups that were not necessarily correct.

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Response to PACAF, June 23, 2022 for Programming, Budgeting and Financial Services: Basically the same for the HRSA BHPC, November 15, 2022.

Since 2014, Space Metrics has been providing support to Noblis, Inc. as a subcontractor in support of the FAA's EPICS program, for the consolidation of telecom services for the 5,000 facilities and 30,000 circuits in the National Airspace System (NAS).

Space Metrics provides highly experienced and trained personnel for Total Life Cycle Acquisition Support Services managing Government funded acquisitions.

Administrative subject matter areas include budgeting and finance and program performance tracking. Space Metrics provides budget execution and tracking of budget obligations and expenditures.

Relevant to This Effort: Space Metrics works with multiple FAA Program Managers to provide budget preparation and tracking support, develop technical performance standards for FAA projects, and track performance on current projects. These services require communication and coordination with FAA stakeholders that support a numerous projects and multiple facets of each project, to include management, technical support and finance.   We track summary reports to the FAA on funding allocations, funds remaining, and projected shortfalls and surpluses. We also track contract costs, and review invoices. Other responsibilities include; assistance with preparation of weekly and monthly activity reports, compiling the inputs from individual FAA Program Managers and functional leads into consolidated reports; and edit and coordinate the compiled report with appropriate recipients; assistance with the definition of strategic goals, tracking actual performance relative to goals, and supporting FAA reporting on performance results.

Our staff uses a variety of government systems to maintain information that include, but are not limited to DELPHI payment system, FAA automated financial tracking systems, Microsoft Project to manage FAA Standard Work Breakdown Structure (WBS), MPM and COBRA software systems for tracking the Earned Value Management (EVM) cost and schedule metrics of the FAA projects.

For contract oversight, we use FAA platforms such as NADIN, WMSCR and ADAS.

We provide strategic planning and consultation to support Acquisition Program Baselines and Execution Plans, Concept and Requirements Definition documents, Investment Analysis Readiness Decision documents, Initial Investment Decision documents, Final Investment Decision documents, Implementation Strategy and Planning Documents, and Program Management Plans.

NOTE:

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NADIN = National Airspace Data Interchange Network.
WMCSCR= Weather Message Switching Center Replacement
ADAS = Automated Weather Observing Systems (AWOS) Data Acquisition System.

Contract Oversight, huh?

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From NOAA Proposal:

Since 2014, SMI has been providing support to the FAA Telecommunications Infrastructure (FTI) program, which provides consolidated telecom services for the 5,000 facilities and 30,000 circuits in the National Airspace System (NAS). SMI staff provided administrative and analytical support to the Forum of Chief Systems Engineers (CSEs), comprising second level engineers from three lines of business within the FAA.

SMI was selected to support the current contract, which is a follow-on effort. SMI currently performs the following activities:

- Writing, formatting and preparing the documents and briefings required to obtain program and project approval including Acquisition Program Baselines and execution plans, Concept and Requirements Definition documents, Investment Analysis Readiness Decision documents, Initial Investment Decision documents, Final Investment Decision documents, Implementation Strategy and Planning Documents, and Program Management Plans
- Support for management's reporting to the FAA Engineering Council, JRC, and Department of Transportation (DOT) Investment Review Board (IRB)
- Assistance with responding to congressional, inspector-general, Government Accountability Office (GAO), and other external inquiries
- Managing calendars, scheduling conference rooms and, making equipment reservations for Contracting Office meetings
- Support of online meeting/training requirements
- Assistance with bid openings, contract filing, file search, copying, faxing, and scanning
- Distribution of incoming mail and processing outgoing mail

- Preparing letters and email correspondence; monitoring and recording responses,

- Development and updating of spreadsheets and presentations.
- Data compilation and analysis, preparation of briefings and white papers to convey the data and explain how it should be interpreted; and
- Maintaining a repository of responses to ensure consistency and support comparative analyses of changes over time.

Methodology, Tools, and Processes Used:

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SMI staff follows FAA acquisition management policy and procedure established by the FAA, as well as office-specific guidelines with regard to administrative support. Our staff uses the Microsoft (MS) Office Suite of applications, particularly MS Word, Excel, PowerPoint, Outlook, Access, Project and Publisher. We also support the FAA's Knowledge Services Network (KSN), which provides a Microsoft SharePoint-based document repository, including ensuring that documents are appropriately stored in accordance with FAA and site governance rules.

Adherence to Schedule and Cost:

SMI has remained on track with regard to schedule and cost, and accomplishes the myriad duties on this project within needed timeframes.

Problems Encountered and Actions Taken:

Recently, challenges have occurred with regard to the COVID-19 coronavirus pandemic. SMI on-site staff members have followed FAA guidance and utilized SMI's telework policy to avoid catching or spreading the virus. This has required much coordination, teleconferencing, and online coordination to ensure that important work is disrupted as little as possible.

Relevance to the NOAA NEFSC Administrative Support Services Contract:

This project involves mail management / distribution, general office support duties, word processing and correspondence, meeting coordination, calendar management, and the preparation of materials using Microsoft Office tools.

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HHS NITAAC Support August 17, 2022:
Since 2017, Space Metrics has been providing support to Noblis, Inc. as a subcontractor in support of the FAA's EPICS program, for the consolidation of telecom services for the 5,000 facilities and 30,000 circuits in the National Airspace System (NAS). Space Metrics provides highly experienced and trained personnel to provide Total Life Cycle Acquisition Support Services managing Government funded acquisitions. Our relevant tasks include:

Acquisition and Contract Administration Support. Under this contract, Space Metrics provides the following services:

Acquisition Planning: Space Metrics prepares Market Research, SOW, RFP/RFQs to support Acquisition Program Baselines, acquisition strategy and execution plans, Concept and Requirements Definition documents, Investment Analysis Readiness Decision documents, Initial Investment Decision documents, Final Investment Decision documents, Implementation Strategy and Planning Documents, and Program Management Plans; support for management's reporting to the FAA Engineering Council, JRC, and Department of Transportation (DOT) Investment Review Board (IRB); assistance with responding to congressional, inspector-general, Government Accountability Office (GAO), and other external inquiries to support the FAA. Our staff uses a variety of government systems to maintain information that include, but are not limited to DELPHI payment system, FAA automated financial tracking systems, Microsoft Project to manage

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FAA Standard Work Breakdown Structure (WBS), MPM and COBRA software systems for tracking he Earned Value Management (EVM) cost and schedule metrics of the FAA projects. For contract oversight functions we use FAA platforms such as NADIN, WMSCR and ADAS.

Defining Requirements and Solicitation Development: We provide assistance with reviewing/editing SOW/Task Order Solicitation documents. We review for accuracy and compliance. Our support so includes organizing conference rooms and meeting management for Contracting Office meetings as well as online meeting/training requirements when necessary.

Market Research: Space Metrics conducts market surveys for upcoming Task Order opportunities to ascertain industry capabilities.

Cost Estimation and Purchase Requisition Document: We track contract costs, and review invoices. We also track budget expenditures for Task Orders; track summary reports to the FAA on funding allocations, funds remaining, and projected shortfalls and surpluses.

Contract File Preparation: We provide assistance with contract filing, file search, copying, faxing, and scanning, processing incoming and outgoing mail, preparing letters/email correspondence; monitoring and recording any response, and preparing/updating spreadsheets and/or presentations.

Contract Award Support: Our PM participates in kick-off meetings to discuss deliverables, milestones, and activities planned for contract acquisitions. We prepare initial requirements documents and distribute required materials to kick-off meeting attendees.

Post Award Support Services.
Contract Administration: Space Metrics adheres prepares final statements of work and monitors contract performance, including schedules and milestones.

Contract File Maintenance: We perform contract filing, file search, copying, faxing, and scanning, processing incoming and outgoing mail.

Invoice Review: We assist in the preparation of invoices and verify that invoices are submitted to intended recipients.

Spend Analysis: We compare expenditures against budget allocations and create variance reports between project and actual costs.

Contract Close-out: Upon contract closeout, we verify that contract files are complete and properly archived and confirm that all contract close-out activities are compete before final review by FAA program managers.

Contract Status: We analyze performance data and prepare performance status reports. We also identify and assess program risks; develop risk mitigation plans; and tracking risk mitigation efforts for ongoing projects*.*

~~***Protest and Claims Support:*** We create documents to detail and justify claims in compliance with U.S. Federal regulations, as directed by FAA program managers.~~

~~***Cost/Price Analysis:*** We create cost analysis reports from complied cost data.~~

~~***Program Management Support:*** Under this contract, we perform the support needed for contract administration to the FAA. We follow Contract Lifecycle Management (CLM) best practices when preparing solicitations, contracts and modifications for approval for issuance by the Contracting Officer. All work is compliant with Department of Transportation, FAA and FAR/DFARs requirements.~~