**CARL A. MECCA Jr.**

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**SUMMARY AND PROFILE**

Seasoned professional with the demonstrated ability to lead as well as productively function within multi-dimensional teams on complex programs. Successful experience in many areas including operational support, IT program management, contract administration, procurement, budget/fiscal management, and IT project management. Retired military professional with the discipline to achieve difficult tasks through creative problem-solving while effectively working with collaborators from Government Executives to technical staff.

**PROFESSIONAL EXPERIENCE**

**AECOM**

**Senior Analyst Program Coordination, Operational, Budget & Administrative Support to Department of Homeland Security Science and Technology (DHS S&T)**

**2021-2023**

* Primary Computing Support to Advanced ComputingBranch
* Secondary support provided to two disciplines: Quantum Information Systems (QIS) and Data Analytics / Technical.
* Provide an interface internally between S&T programs, their vendors, business partners, and other entities.
* Monitor request from Senior Managers at Director and Above levels (SES)
* Daily activities management.

**Office of the Chief Technology Officer, District of Columbia**

**Oct 1998 – Oct 2017**

**Program Management Office (PMO)**

**2015-2017**

Responsible for re-structuring the Technical Review Board (TRB) and implementing an enterprise-wide procurement and purchase tracking capability.

Achievement Highlights:

* Implemented and configured Intuit for purchasing that enabled improved visualization of purchasing actions.
* Responsible for ensuring the quality assurance and accuracy of all procurement submissions, timely and identified, reported and resolved payment and contractual issues related to administrative duties.
* Developed a process flow and incoming requirements, based partially on best practices within the DoD, from project/program leadership to re-structure the Technical Review Board (TRB) and enable programs/projects to be proper processing of statements of work, purchase orders, change orders and payments of invoices.
* processed more rapidly.

**Program Manager**

**2002-2017**

Provided support to District agencies; standardized the review and reporting process for OCTO Technical Review Board. Responsible for managing requests for additional services for over 100 District agencies and departments not provided in the annual budget contracts; monitored Operating and Capital Budgets for the department. Acted as interface between agency program/project office and agencies.

Provided administrative, procurement and budget support services for operations including Data Centers (ODC1, ODC2), Telecommunications, Networking, and Agency outsourcing. As a manager within OCTO, developed crossover responsibilities within Procurements, Financial, Project Management, Contract Administration processes and systems.

Achievement Highlights:

* Re-engineered Customer On-Boarding Process. Department seat costs required greater control to offset growing costs.
* Worked closely with various service units to prepare sales presentations and completely redesigned the customer on-boarding process. Increased seats from 7,000 to 38,000 while lowering per-seat cost by $250.
* Program Manager/COTR -Planned a Major Upgrade/Installation Project. Named to lead the program, collaborated with contract and procurement project teams to ensure adherence to deployment plan. New technology installed on schedule and budget in a short 90 -day performance period.
* As IT ServUs Program Manager, was assigned a dual role of Budget and Business support for IT ServUs and Program Manager of Remedy upgrade which was behind schedule. Responsible for program schedule correction, team restructure, and re-engagement of contractor support staff to enable successful completion of upgrade.
* Appointed acting Director of Operations FY 00, 01 and 02

Provided procurement support services for operations including Data Centers (ODC1, ODC2), Telecommunications, Networking, and Agency outsourcing. As a manager within OCTO, developed crossover responsibilities within

**Contracting Technical Officer Representative (COTR)**

**2002-2015**

The single point of contact to the OCTO, CFO, Procurement Officer, Program Management Office, its customers and vendors.

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Achievement Highlights:

* Appointed as COTR by District of Columbia Procurement Director for Deployment of 7,000 PCs to DC Public Schools. ($10M Contract) for the Office of the Chief Technology Officer.
* Negotiated $7M savings for software licenses. OCTO was in the process of renewing 3,000 Computrace licenses. Assembled team and planned strategy for vendor discussions. Successfully negotiated very favorable terms for new software contract leading to future savings in contract out-years.
* Led the OCTO solicitation team that evaluated bidders and recommended contract award resulting in $10M savings over original vendor bid. Saved $7M on computer hardware and an additional $3M on system software.
* Led solicitation team in upgrade of SAN Solutions contract for Data Center and Infrastructure Services which evaluated proposals and opened negotiations with bidders resulting in reduced final contract cost to $1.1M (a savings of $1.9M over original vendor bids)
* Presentations made on a bi-monthly basis, reporting District progress to the Building Subcommittee of GSA, which is a Member of the President’s National Advisory Committee
* Responsible for schedule management and accountability for $10M Y2K Justis program services managed the initial competitive procurement activities and prepared all decision documents submitted to Office of Contracting & Procurement (OCP) through engagement with DC Senior staff (e.g., the DC Chief Judge and three other agency executives).

**Project Manager/Project Analyst**

**1998-2001**

Accomplished Project Manager completed large IT Programs including Datacenter, Server/Network Operations, as well as Telecommunications resulting in four successive promotions.

Achievement Highlights:

* Justis Program (Three Phase Program)- Administered the fiscal activities of the Justis program, including all sub-contracts, competitive awards, all procurements, all billings and all contractual supervision and reporting. Met with approximately 13 independent agencies including Federal, City executive, and judicial agencies to plan and document the Justis Blueprint. Participated in as many as 25 presentations and demonstrations of the system, with audiences which included agency CEOs, CIOs, legislators, prospective users, Federal courts, as well as the Mayor and Cabinet. The Justis program was nominated for National IT award 2002. In Phase III, improved data sharing between five agencies which was a senior management objective. As Program Manager for OCTO, spearheaded a Three-Phase Application Development Project to Build New and Faster Capabilities and partnered with the Mayor’s Office to deliver a successful 18-month project for less than $2M.
* Shield Working Group - Chaired the financial subgroup and drafted the financial requirement section of the business plan. This effort was the extension and expansion of the Justis program which was proposed as the model by which Federal and State agencies could share information. Assembled a Team and Planned Strategy for Vendor Discussions. Successfully Negotiated very Favorable Terms for New Software Contract that produced Significant Savings.
* Business Service Management (BSM) Program – As Program Manager within the Process Management Group was assigned overall responsibility for the creation and staffing of an internal group formulated to centralize process management activities within OCTO. This project was tasked with the implementation of Business Service Management (BSM) tool to provide an integrated methodology and standardize processes to record incidents, provide support and trace incidents and change request to customers and assets.
* Remedy ITSM Suite Implementation - Coordinated the implementation, integration, and upgrade of the Remedy ITSM suite on an enterprise platform to support agency and district customers. Conducted assessment; defined project scope; defined team roles/ responsibilities; developed conceptual design and roll-out plan; consolidated licenses; negotiated license pricing; procured hardware to upgrade application; prepared training material and delivered user training; conducted pilots; and migrated pilots to production.
* 911 Y2K Testing Program - Appointed to special management team formed by Deputy Mayor for Operations, to support, advise and address challenges within the Fire Department. Supported Metropolitan Police Department CIO and tasked with the identifying all IT funding sources and current spending and balances for operational tasks and new projects.

**Project Analysis/Project Manager Y2K**

**1998-2000**

Responsible for multiple Public Safety agencies Y2K initiative including the Emergency Management department, Fire Department, and other mission critical departments.

* Authored and submitted application for additional Y2K funds totaling $70M-111M in fiscal resources.

Achievement Highlights:

* Organized and implemented a core Inter-agency Y2K Program. This Inter-agency counsel involved 68 District Agencies Project Managers and Planners focus on Y2k issues and cross-agency concerns. Directed process to devise solutions to issues for disposition By Mayor ‘s Y2K Advisory Committee, creating policies for four public service groups (Public Safety; Health and Human Services.
* Provided Y2K audit and oversight and liaison between the Government Accounting Office, (GAO) and the District and Answered questions presented by GAO and prepared the supporting documentation.
* Finance and Budget and Education and Community outreach. Created interface blueprint and directed staff participant liaison within each of the four areas, to include federal partners and area municipalities.
* Provided Y2K audit and oversight liaison between Government Accounting Offices’ (GAO) Y2K Auditors and District. Answered questions presented and prepared the supporting documentation. The GAO Y2K Audit satisfied oversight groups requirements for validating the ability of the District to complete Y2K readiness in accordance with project schedules.
* Presentations made on a bi-monthly basis, reporting District progress to the Building Subcommittee of GSA, which is a member of the President’s National Advisory Committee. Additional speaking engagements presented to HCFA, Community Groups and as needed.

**United States Marine Corps, Major (USMCR Retired)**

**1972 – 1995**

Served the United States Marine Corps in several leadership capacities over a twenty-year period.

* Platoon Commander
* Company Commander & Executive Officer
* Training Officer
* Battalion/ Regimental/ MEB Staff Officer
* Independent Duty

**Independent Duty**

**1991-1992**

* Participant in DOD/ JCS Exercise Logix 1991/1992 Acting as Adjutant/ S1
* This was a testing of contingency operation orders of the logistics priorities in the designated theater. Task to test and recommend changes.

**Assigned to Active Duty Special Works - FPLEX** Logix)

**Formally 1993**

* This was an eight-month assignment as Marine Corp Liaison to the DOD/JCS exercise. The exercise was altered to include a tactical problem in conjunction with logistical support.
* Trained and coordinated the Marine Corps participating units from. Okinawa, Camp Pendleton, Virginia, Maryland, New Jersey and New York. My direct reporting senior was the Commanding Officer, Warfighting. Provided communication & briefing between Exercise and Quantico. Weekly Status Reports and After-action report with recommendations. Conducted monthly training of exercise participants prior to the actual exercise.
* Received my best active duty fitness report, statement in section C “this Officer has accomplished more than any other two officers previously sent as Liaison to this exercise”.

**EDUCATION AND OTHER**

MS - Marine Corps University (Command & Staff College)

BA - Bethany College

Amphibious Warfare School

Amphibious Staff Planning, Intelligence Staff Planning, and Civil-Military Operations courses.

**CERTIFICATION**

Certified Project Management- PMI

Professional with ITIL Certification Quantum

Certified COTR. DC Certificate Course

Top Secret Clearance, SCI (Active-9 Nov 2018 – FY24), DOD

**PROFESSIONAL COURSES**

Doing Business with the Federal Government Part 1 (Certification)

Leadership Principles

Project Management

Contract Pricing Accurate Project Estimating

Plainview

Certified Business Analysis Professional Course (Exam Not Taken)

Optimizing Microsoft Project for Earned Value Management

Remedy Training (BMC)

International Computer Negotiations (ICN) 3 Class

* Software Procurement,
* Hardware Procurement
* Total Vendor Management Course