Response to Task Order Request (TOR) RFQ 1333BJ22Q00280020  
Virtual DaaS (Data as a Service) Support

**Volume I, Technical**

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to USPTO, Office of Procurement  
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*This proposal is valid for a period of 240 calendar days from the date submitted.*

# Technical Approach

(NTE 10 pages)

The Team CSZNet methodology addresses the goals, objectives, conditions, and task requirements with a three-step technical approach. With over ten years in the business of leveraging DevSecOps practices and CI/CD pipelines to enable federal agencies to respond to security and reliability events quickly and efficiently, Team SSZNet has been at the forefront of producing resilient and secure software on a predictable schedule and budget. Adoption of this methodology may be a “no brainer,” but Team CSZNet understands that ongoing improvement of the methodology can be challenging. Hiring Team CSZNet for this task order ensures the USPTO will have access to our framework for planning and implementing of a roadmap to functional CI/CD pipeline capabilities and the confidence of a DevSecOps toolchain and processes based on real experiences supporting on-premises development environments tailored to the missions of the sponsoring agencies.

Our two-step technical approach starts with building a strong SaaS foundation for the DaaS, by building the physical infrastructure first. We must determine how your environment is going to be configured, connected, and interconnected to other sites. Start by examining the USPTO current setup — the “discovery” phase. For instance, what is the a physical infrastructure, either colocation or the government’s own facility? Then start by matching this task order’s objectives what we need to engineer in the future environment. We ask, How will we plan to support applications in the cloud? Do we plan to support applications on site? How much conditional security do we want in the environment and how will we maintain consistent security practices across the board? What is your strategy for disaster recovery? The answers to these questions will help shape a physical infrastructure, logical architecture, and a cloud deployment.

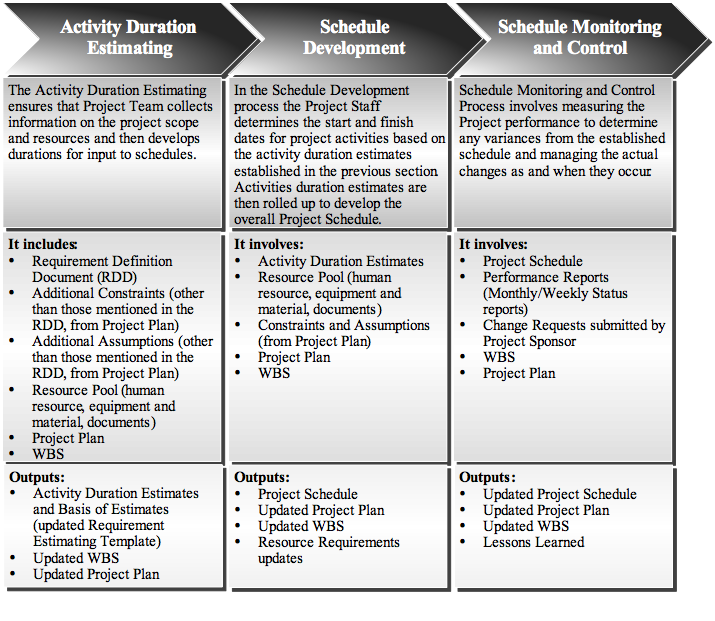
With this information, we can then flesh out the hardware needed as well as the required software management overlay that controls it. Some examples of the latter include: Actifio Solution (DaaS), which is now part of Google; Cisco Application Centric Infrastructure (ACI); Cisco Data Center Network Manager (DCNM); VMware NSX-T, etc. After the underlying hardware has been identified, Team CSZNet will turn our attention to the layer of orchestration software that sits on top of everything and manages it. Orchestration platforms, like Microsoft Azure Automation, Cisco Network Services Orchestrator (NSO), BMC Multi-Cloud Management and VMware CloudHealth. We will be sure to highlight API integration and will coordinate the entire stack for the government. Of course, Team CSZNet is expert as navigating the countless choices at each level, to make the optimal recommendations to the government for infrastructure.

Step two focuses on design for flexibility and growth, so Team CSZNet will make sure we’re architecting a data center and hybrid cloud with flexibility and growth in mind. Once a software overlay and orchestration tools are in place, we may want to add additional compute resources. For example, the government may want to integrate artificial intelligence (AI) measures to look at traffic patterns and improve infrastructure utilization through analytics. Furthermore, ensure we’re giving developers a DevSecOps environment that lets them actually leverage CDCI. With a multi-tenant setup, Team CSZNet will create logically separate “mini data centers” that mirror the appropriate cloud provider capabilities and ease integration. While we must plan for USPTO current business needs, and advantage of Team CSZNet is that we will also keep an eye on the future by standardizing USPTO practices and taking advantage of available commercial tools to optimize productivity and maintain focus as agency needs evolve.

A cornerstone Team CSZNet’s technical approach is that we follow the Project Management Book of Knowledge (PMBOK® Guide) approach to task management — which is five process: initiating, planning, executing, controlling, and closing. Our PM will prepare a Project Management Plan (PMP) with a detailed WBS to identify major milestones and deliverables as well as each step in the work process required for completing the task work and the period of time needed to accomplish each step. This WBS will be part of the overall project’s schedule and work allocation. For each identified WBS/task/CLIN, the PM will include the following elements at a minimum: Planned Start Date, Planned End Date, Planned Cost, Actual Start Date, Actual End Date, and Actual Cost. The project charter will be updated with the task order scope, requirements, timelines, milestones, and deliverables. The task order budget information will also be updated in the project charter.

|  |  |
| --- | --- |
| Exhibit - Key Components of our Project Management Plan | |
| **Component** | **Purpose** |
| **Work Breakdown Structure (WBS)** | Reflects the major work elements that will be performed with corresponding deliverables. |
| **WBS Dictionary** | Lists and defines each WBS element and indicates the resources required to produce it. |
| **Project Schedule** | Defines key activities and milestones for all major events and deliverables. |
| **Quality Control Procedures** | Details the review procedures needed to ensure adequate oversight and exceptional quality. |

To ensure accurate performance, our technical approach includes a Schedule Management Process, which involves measuring Task Order performance to determine any variances from the established schedule and managing the actual changes as and when they occur. The following exhibit captures how the Team CSZNet PM will conduct “Variance Analysis” to detect deviations in the project schedule and include the information in performance or progress reports for discussion with CO/COR during the weekly/monthly status meetings. If the Performance Reports or Progress Reports indicate significant deviations from the Project Schedule, the PM and the implementation group leads will perform root-cause analysis to identify the cause of deviation or variation, analyze the cost and scope impacts, and document the analysis and impacts in the Performance Reports or Progress Reports. In these cases, the Project Manager may need to allocate additional resources, update schedule to modify activity durations, and obtain sign off on the modified schedule from the CO.

**Exhibit — Schedule Monitoring and Control**

## Understanding of the Government’s Need

The US Patent and Trademark Office (USPTO), headquartered in Alexandria, Virginia – with regional offices in Detroit, Michigan; Denver, Colorado; Dallas, Texas; and San Jose, California – is an independent operating agency within the Department of Commerce, subject to the policy direction of the Secretary of Commerce. Team CSZNet understands the US Patent and Trademark Office (USPTO) accomplishes its statutory requirements and mission through the production-oriented and corporate support work of almost 13,000 federal employees, located in Alexandria, Virginia – with regional offices in Detroit, Michigan; Denver, Colorado; Dallas, Texas; and San Jose, California. ... We understand time and resources spent on data preparation account up to 1/3 of the overall product development testing effort, due to limited capability of reusable test data, data interdependency, data inconsistency among environments, and lack of test data to validate the builds in the Continuous Integration Continuous Delivery (CICD) pipeline.

We understand there is the need to achieve balance, because while modernizing its IT systems, the USPTO must ensure mission operations continue by maintaining and operating over 270 legacy systems with almost 99.7% systems uptime. In addition, while the OCIO has its sights set on transitioning to a modern cloud environment, it must continue to employ around 1,900 physical servers and 9,600 virtual servers to support its IT program. Team CSZNet understands that availability and readiness of test data is critical for delivering a quality product, and required for all aspects of cross-functional efforts. As experts in CICD and Agile development, Team CSZNet will provide subject matter expertise so as to provision the right data at the right time — enabling testing early, often, and faster.

The Team CSZNet solutions model is provide integration and implementation of a Virtual Data as a Service (DaaS) environment to USPTO products across all product lines. Our efforts will be to provide DaaS at the enterprise level, integrate and automate the solution into CICD pipeline, build out a self-service portal for Software as a Service (SaaS), document implementation and compliance requirements, and provide the “white glove” support Team CSZNet is known for.

Team CSZNet automation test engineers are integrated into Agile teams, and will work with other teams, and vendors, and across product lines so we build out integrated solutions that meet USPTO’s goals.

We are prosing an expert team to provide database testing, functional testing, interface testing, software compatibility testing (SCT), user acceptance testing, regression testing, end-to-end testing, testing in the cloud, performance testing, stress testing, load testing, volume testing, mobile testing, cross-browser testing, Section 508 testing, and any other type of quality assurance that is required for successful delivery of products. As shown by more than ten years of success in the federal IT space, Team CSZNet provides high quality testing services on a consistent basis, to ensure low defect rates, while maintaining product uptime requirements. C.4. 1 Task 1 – Provide Product Management Support

Team CSZNet proposes \_\_\_\_\_\_\_\_\_\_ as Product Manager (PM), who will also serve as the Government’s primary Point of Contact (POC). Our PM will provide top-level management for all the team’s personnel: assigning tasks to contractor personnel, supervising on-going technical efforts, and managing overall TO performance.

Our methodology is based on analytical techniques to be used to provide an organizational function that guides every step of a product’s lifecycle — from development to testing and deployment through CDCI — by focusing on DevSecOps with a “customer first” mindset. To build the best possible product, Team CSZNet product managers advocate for stakeholders within the organization and make sure their voices are heard. As evidenced by our success at \_\_\_\_\_, this focus on the stakeholder means Team CSZNet product teams routinely ship better-designed and higher-performing software.

# C.4. 1 Task 1 – Provide Product Management Support

Team CSZNet has appointed \_\_\_\_\_ as Product Manager (PM) to serve as the Government’s primary Point of Contact (POC). The PM provides overall management and guidance for all our personnel assigned to this contract, supervising on-going technical efforts, and managing overall task order performance. The Team CSZNet PM takes an iterative approach to project management that focuses the product and breaking down goals into smaller, manageable tasks. Our PM prioritizes speed, flexibility, cross-team collaboration, and seeks frequent feedback. Under their leadership, the technical teams continuously evaluate requirements, progress, and results, so we can respond to evolving needs, quickly.

## C.4.1.1 Subtask 1 – Coordinate A Kick-Off Meeting

Team CSZNet will convene within ten business days if contract date of award a kick-off meetings to provide an introduction between us and Government personnel who will be involved with this task order. We will circulate an agenda ahead of time, so that we are sure to discuss technical, management, and security requirements, and reporting procedures. On our side, the attendees will include all Team CSZNet Key Personnel, and we will invite the USPTO Contracting Officer’s Representative (COR), Product Owner/System Owner(s) and Task Order Manager (TOM). For this meeting and all subsequent, we will capture notes and action items, and issue a summary of meeting outcomes (in the form of meeting minutes) within one (1) workday after the meeting(s). All meeting notes will be archived in our web-based project and knowledge management portal. Circulated via email, we will provide inflation that includes attendance, issues discussed, decisions made, and action items assigned. The meeting agenda/deck will be available no later than two hours prior to any schedules meetings (Section F, Deliverable 05).

To ensure open lines of communication, the following depicts our team’s organization in relation to the government.

**Exhibit: Organization Chart**

As shown in the above exhibit, Team CSZNet will establish and maintain effective communication with Government personnel (and, to ensure a seamless transition in and out, with the incoming/outgoing contractors) via weekly status meetings or as often as necessary.

Upon request and by the direction of the TOM, the Contractor must provide meeting agendas and meeting preparation material no later than two (2) hours prior to a scheduled meeting, capture meeting minutes and action items during the meeting, and within one (1) business day distribute the minutes and action item list to the meeting attendees (or appropriate distribution list as agreed to and directed by the Product Owner). Meeting requirements will be specified at a later date.

We will be available to meet with the TOM and COR upon request to present deliverables, discuss progress, exchange information and resolve emergent technical problems and issues. For meetings, USPTO will provide at least two hours advanced notice; however, we understand this timeline may be moved up in the event of an emergency.

## C.4.1.2 Subtask 2 – Prepare a Weekly Status Report (WSR)

Team CSZNet will provide a WSR (Section F, Deliverable 02) that includes: Progress updates; Task Order schedule updates; a list of required Government actions; and Other Administrative Reports, as needed. All meetings will follow the notification and reporting/follow-up format as established for the kick-off meeting.

## C.4.1.3 Subtask 3 – Monthly Status Report (MSR)

Team CSZNet will provide multiple reports as part of MSR (Section F, Deliverable 03), and will include all the information required on page C-5 of the TOR RFQ.

## C.4.1.5 Subtask 5 – Transition-Out

Contract transition is the most critical phase in the life cycle of a contract, in Team CSZNet’s experience. A transition that goes well sets the stage for smooth contractor/Government relations and efficient performance throughout the term of the contract. A transition that goes badly undermines relationships and confidence in the new contract team when cooperation between the Government and new contractor is most critical. It can take months to recover performance to acceptable levels. Team CSZNet understands that continued operations of the critical systems covered by this program are required to fulfill USPTO’s mission — and thus cannot be allowed to degrade as a result of contract transition. We also understand that the best contract transitions are cooperative efforts not just between the customer and new contractor, but between the outgoing vendor and Team CSZNet. As the USPTO prepares to complete tasks with the assistance of our team, we will endeavor to preserve the knowledge that we have amassed. Throughout the duration of this contract, we will implement a continuing knowledge transfer program to the USPTO (see the section, following) to ensure that the government does not forfeit this valuable information. We understand this may be in addition to the requirements for the documentation required under the DevSecOps Life Cycle. See the meetings proposed, in the previous section.

| Exhibit - High-Level Transition-Out Activities | |
| --- | --- |
| **Activity / Event** | **Description** |
| Transition Out Planning Meeting | We will participate in a Planning Meeting when scheduled by the Government. We will meet with the COR and other designated incoming contractor personnel to discuss goals, requirements, schedules, and processes. After aligning and updating the transition activities and schedule with input from the client, and approval of our updated Transition Plan, we will begin phase-out and project close-out. |
| Technical Data and Task Performance Transfer | We will conduct a discovery process using data templates and checklists to understand all tasking including relevant background data, scope, work in progress status, and technical and management issues. We will evaluate the information and raise issues as needed to the COR during initial and recurring management reviews. |
| Transition-Out Artifacts | Product management processes; Points of contact; Location of technical and product management documentation; Status of ongoing technical initiatives; Appropriate contractor to contractor coordination to ensure a seamless transition; Schedules and milestones; Actions required of the Government; and any other needed artifacts. |
| Program Management Process & Infrastructure | We identify and implement management reporting processes, with a focus on defining the meeting and review requirements, attendance, and documentation needed to support client management reviews. We implement information systems and reporting processes, personnel security clearance and access card procedures, and other activities necessary to meet contract and site security requirements. |
| Transition Readiness Review | Periodically and at before the end of the transition period, we will conduct formal Transition Readiness Reviews with client personnel. This review is to “take the temperature” of our efforts, as well as to make a final check point demonstrating that all activities are complete, and the team is fully staffed and ready to execute. |

We will compile, no less than 30 days prior to the end of this task order, a Transition-Out Plan to facilitate a seamless transition from us to an incoming contractor (if any) and Government personnel. We will provide a *draft* Transition-Out Plan within one month of Project Start (Section F, Deliverable 06) and work with the Government to finalize the Transition-Out Plan in accordance with Section F, Deliverable 06. Before the conclusion of this effort, we will provide a final version of the Transition-Out plan for government approval.

# C.4.2 Task 2 – Integration of Virtual DaaS in Product Development Across All Product Lines

Deliverables: (Section F, Deliverables 11,12, 13-32)

# C.4.3 Task 3 – Implementation And Integration of Virtual DaaS Replication Solution

Deliverables: (Section F, Deliverables 11, 13-32)

Team CSZNet will seek guidance and take proactive measures to investigate any issue resolution paths and carry through in compliance with USPTO policies, procedures according to organization structure in the New Ways of Working (NWOW).

Team CSZNet will constantly communicate and collaborate with team members and stakeholders internal or external to the Virtual DaaS product team on all matters related to Virtual DaaS product team’s mission.

Team CSZNet will analyze requirements or use cases as defined by Virtual DaaS team and convert them to Work Items (Epics, Features, or User Stories) in the system of record (Rally).

# C.4.4 Task 4 – Communication and Requirement

Deliverables: (Section F, Deliverables 11, 13-32)

Team CSZNet will seek guidance and take proactive measures to investigate any issue resolution paths and carry through in compliance with USPTO policies, procedures according to organization structure in the New Ways of Working (NWOW).

Team CSZNet will constantly communicate and collaborate with team members and stakeholders internal or external to the Virtual DaaS product team on all matters related to Virtual DaaS product team’s mission.

Team CSZNet will analyze requirements or use cases as defined by Virtual DaaS team and convert them to Work Items (Epics, Features, or User Stories) in the system of record (Rally).

# C.4.5 Task 5 – Implementation, Operation and Customer Services

Deliverables: (Section F, Deliverables 11, 13-32)

# C.4.6 Task 6 – Documentation and Compliance

Deliverables: (Section F, Deliverables 11, 13-32)

Team CSZNet will draft or assist in drafting or updating all Virtual DaaS related, and similar and related documents, for example, for the purposes of obtain and retain ATO, enterprise technology cataloging, system design, configuration management, standard operation procedure, implementation plan, test plan, etc. Team CSZNet will follow, document, and implement compliance dictated processes and procedures.

# C.4.7 Task 7 – Phased Adoption and Approach for DaaS & Disaster Recovery (DR)

Data as a Service Strategy is constructed to be a phased approach due to the complex interdependencies of process interactions, technical capabilities and support entities within the USPTO landscape.

Deliverables: (Section F, Deliverables 11, 13-32)

Define the Data as a Service Strategy, High-Level Roadmap for solution components & ROI/CBA

Identifying and interviewing core stakeholders involved in end-to-end processes

Reviewing the current process interactions, configuration of environments & data,   
support team alignment, KPI & artifacts to interdependencies across processes

Identifying the opportunities for improvements along with recommendations for Planning   
and Solution Design phase.

# C.4.8 Task 8 – Automated Testing

Deliverables: (Section F, Deliverables 7, 8, 9, 10, 11, 13-32)

Team CSZNet will conduct all aspects of testing with a focus in the areas of functional, unit, integration, performance, load, stress, and resiliency, security, regression, usability, database testing, interface testing, software compatibility testing (SCT), end-to-end testing, testing in the cloud, mobile testing, cross-browser testing, Section 508 testing, user acceptance testing support and any other testing as needed. Scope of testing and approach may vary as defined by product teams in accordance with NWOW and DevSecOps model (Section F, Deliverable 09).

Testing scenarios shall be developed in a collaborative Agile team environment to enable the most robust test cases needed to ensure quality, security, performance, usability and scalability of the delivered solution (Section F, Deliverable 10).

Team CSZNet will create automation of test cases required to reduce the number of test cases run manually, improve testing time, and increase test coverage. Automated testing shall support and enable USPTO’s goal of moving teams to DevSecOps (Section F, Deliverable 09).

Team CSZNet will create test cases designed, defined, developed, updated and implemented by cross-skilled resources (Section F, Deliverable 10). The purpose of the test cases shall be to identify, document, track, mitigate, manage, and resolve all defects discovered during testing.

That outcome shall be testing to inform continuous improvement processes to reduce the overall defect rate and improve software development, as well as product usability, stability, and value delivery.

Team CSZNet will create manual test methods that are used in only rare and very limited circumstances when automation can’t be achieved.

# C.4.9 Task 9 – Design, Implementation, Operation And Customer Services

Deliverables: (Section F, Deliverables 11, 13-32)

Team CSZNet will conduct research investigation to implement Virtual DaaS cloud migration and implementation in compliance with USPTO cloud implementation procedures and standards. Team CSZNet will apply industry best practices to deliver value during daily work in implementation, operation and customer services.

Team CSZNet will work independently or alongside Virtual DaaS team members to support all aspects of Virtual DaaS integration with USPTO product teams’ development, operation and maintenance activities.

Team CSZNet will implement, maintain and enhance the capability of automated virtual data provisioning utilizing API (e.g. Actifio API) programmatically, with or without a self-service web portal or tools used in the CI/CD pipeline build process.

Team CSZNet will contribute in the scoping and planning of Virtual DaaS self-service portal with the goal of providing the capability to virtual data users to manage all tasks of virtual data provisioning and user management for their own organizations (e.g. a product team).

Team CSZNet will build the Virtual DaaS self-service web portal progressively to support manual, automated and CI/CD pipeline.

Team CSZNet will support Virtual DaaS COTS product operation and maintenance activities, including issue investigation and resolution need occurred during these activities, such as upgrade or hot fixes.

## Schedule and Deliverables

Per page F-1 of the TOR RFQ, we will incorporate into the WBS of our PMP the schedule of milestones, to monitor timely progress of this effort. Deliverables identified in the table on pages F-1 through F-5 of the TOR RFQ will be submitted in electronic format for review, feedback, and acceptance from the government COR/TOM, and in a format that is compatible with Microsoft Office or other USPTO approved software and are subject to. Team CSZNet understands the frequency of submissions is subject to change. All deliverables will be sent to the Office of the Chief Information Officer, US Patent and Trademark Office, at 600 Dulany Street in Alexandria, Virginia.

## Quality Assurance

Inspection and acceptance of all work performance, reports, and other deliverables under this TO will be performed by the USPTO COR and USPTO TOM. Our Quality Management Process is based on our Total Quality Management Framework — the objective of which is to provide independent QA/QC assessments, standardization and implementation across all our work areas. We use CMMI L3 and ISO 900x processes to implement “Total Quality Management.”

Within the framework of QA, Team CSZNet will incorporate into our PMP a Risk Management Plan (RMP) that follows the National Institute of Standards & Technologies (NIST) recommenced Ris Framework approach, to provide solutions for mitigating anticipated problems (or risks), a proactive methodology for detecting and resolving unforeseen risks, and a means to track and communicate them to stakeholder management in a timely manner. The RMP will tag each perceived risk through a risk ID and associate a probability to it (highly likely, likely, less likely), along with a description of the risk and its severity (high, medium, low), in terms of impact. The RMP will also provide a risk mitigation solution and a schedule for its implementation.

## Knowledge Management Approach

The Team CSZNet methodology for institutionalizing experience is encapsulated in the following practices. This methodology ensures we capture knowledge, and institutionalize project experience so that we may providing reach-back support. We do this to master the customer’s mission objectives. To get started, Team CSZNet engineers chart the journey for every technical segment of a project. Our experts look through the customer lens and plot interactions across the varied stages of a project. Where do technologies intersect with end user experience, and, what’s this experience like? We do this for every step, and identify strategies for strengthening the low points, while replicating the high points. The following practices ensure this knowledge is transferred in and among our staff:

**Team CSZNet Virtual University** — our staff training plan is updated annually to address current and project customer needs, and is linked to the web-based portal Team CSZNet uses to support our Center of Excellence in Quality Assurance.

**Brown-Bag Luncheons** — a real time exchange of knowledge and experience. Also, as a team building exercise, this enables staff (and government personnel, if they wish to attend) to get to know each other in a relaxed situation, to promote learning, communication, and trust building.

**Mentor-Protege Program** — junior technical staff “shadow” more experienced Team CSZNet engineers and other experts to learn the nuances of their appropriate craft. When the goal is to prepare fresh talent for work in the company, the concept of mentoring is a vital tool. The benefits of mentoring are obvious: Placing an "old hand" at the side of new and unexperienced team members facilitates a transfer of knowledge based on trust, communication and the exchange of ideas. The same applies to the mentoring employees who have been in the company for some time and change positions or departments.

**ISO 9000 Process Library** — part of the quality assurance program of Team CSZNet involves the standardized work flows a given task is based on, along with concordant standard operating procedures. This SOPs are enshrined in our web-based portal and integrated into our project management toolset. Explicit (alternatively, “codified”) knowledge is via formal and systematic languages, and basically reflects two modes of conversion, where tacit and explicit knowledge interact with each other in the staff network of relationships.

Our methodology for maintaining the technical expertise of our personnel is based on an annual skills inventory and corresponding personalized training plan for each staff person. A training needs assessment identifies individuals' current level of competency, skill or knowledge in one or more areas and compares that competency level to the required competency standard established for their positions or other positions within the organization. The difference between the current and required competencies can help determine training needs.

Finally, Team CSZNet provides corporate reach-back in the form of reusable technology assets, lessons learned, talent bench support (a pool of vetted, experienced consultants ready at a moment’s notice), and continued knowledge transfer from projects in which we have gained firsthand experience, knowledge, and expertise. This experience comes from working through full life-cycle implementations and sustainment services for our government sector clients.

***Web-Based Project and Knowledge Management Portal*** — The team relies on a web-based project and knowledge management portal built with SharePoint. The platform, available to the Government CO/COR and other task order stakeholders, offers custom workflows enabling us to update our Project Management Plan (PMP) faster. This also provides access to a knowledge management section with collaboration capabilities so we have a user-friendly web-accessible location for collaboration, ensuring knowledge sharing and learning management.

A key advantage of the Team CSZNet technical approach is that we collect actionable data to improve our team’s performance and the customer experience. To do this, we measure specific variables, publishing the data on our web-based portal, and refine associated processes to improve. We also set customer satisfaction benchmarks like perceived quality (almost as important as error reduction and other quality metrics). We implement what we call the “Net Promoter Score,” a metric to ascertain overall customer satisfaction. Every time a Team CSZNet staff person closes out a task, work assignment, or action item, a single question survey is dispatched via email to the customer POC, and a NPS scores is measured with and reported with a number from -100 to +100. A higher score is desirable. This is an example how we establish KPIs over the areas we are responsible for; we track these hard numbers to measure progress against both task deliverables and independently set customer experience goals. Most importantly, Team CSZNet then comprehensively implements these findings by making monthly, quarterly, and annual modifications to our SOPs.

# Project Staffing Plan

The Team CSZNet rationale for the proposed our staffing solution, labor mix, and level of effort for each of the TOR tasks is based on how each person will be involved in each task/subtask and how each person’s qualifications and experience uniquely qualify them for the positions described in Section H of the TOR RFQ. The process of assessing each staff person can be challenging, particularly when it comes to determining strengths and weaknesses. The factors that influenced this labor mix are ability to communication, team cohesion/mutual support, coordination of expertise, significant technical/engineering capabilities, and value diversity. Value diversity means being able to look at a technical problem from multiple perspectives. Such factors are sufficiently addressed with the Team CSZNet staffing solution, enabling us to meet the Government’s requirements at a reasonable cost.

Team CSZNet considers more than just general professional attributes; we also consider how both strengths and weaknesses work in the target government environment and to meet the needs of the specific project. As part of personnel reviews, we ask for feedback from other employees and managers who work with each team member and use the information gathered to help form one overall suitability determination. We also gauge consistency among team member roles, based on our matrix management approach — cross-trained individuals can fill in for missing teammates, and understand the “big picture” of client goals. Finally, we look at each potential team member's performance outside of the project structure to determine where they are strongest on their own. Team CSZNet decision makers may see consistency among those strengths and weakness working in the team or out of it; or may discover that some staff have a different set of strengths when working in differing environments.

All Key Personnel proposed are identified in the Project Staffing Plan, following, and are available to begin work immediately upon contract award. A Letter of Commitment, signed by each proposed Key Personnel is included with this submission.

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| Exhibit - Project Staffing Plan | | | | | |
| Role | Named Staff Persons(s) | FTEs, Base Period | FTEs, Option Period 1 | FTEs, Option Period 2 | FTEs, Option Period 3 |
| **Senior Software Developer** |  | 2 | 2 | 2 | 2 |
| **Senior Database Administrator** |  | 2 | 2 | 2 | 2 |
| **Subject Matter Expert** |  | 1 | 0 | 0 | 0 |
| **Project Manager (Product Manager)** |  | 1 | 1 | 1 | 1 |

**Staff Recruiting** — Team CSZNet has successfully employed a resource pool support approach, whereby team members from the resource pool will be assigned to task orders depending on the scope and complexity. Upon completion of the task order, the team members will return to the resource pool or will be assigned to another task order. This approach allows us to maintain a constant team of key personnel with extensive project management as well as USPTO system and business experience adequately supported by qualified and experienced personnel on as needed basis. For staffing needs on any task order, Project Manager along with the implementation group leads will tap into the resource pool. If staffing needs cannot be accomplished with resources in the resource pool, then Team CSZNet’s Human Resource (HR) department will find resumes. Team CSZNet’s Management team will conduct phone interviews and detailed interviews to map candidate’s goals with project goals. Upon completion of screening and interviewing process, we will recommend the appropriate action to the HR.

**Staff Training** — Team CSZNet includes experienced personnel and subject matter experts that possess with a decade or more of experience working with federal agency systems. We will utilize our institutional knowledge to continuously train and mentor new team members. We will develop project orientation materials, which will be used by our senior team members to train junior/new members. Our initial project staff training will involve project orientation training, ethics conduct, and training on any new technologies employed by the project at no additional cost to USPTO. In addition, we will ensure cross training of the staff on the various DaaS/SaaS systems modules and sub-modules to ensure that there is ample coverage for all TOR RFQ tasks as demonstrated in below demonstrates the distribution of all the TOR RFQ tasks among the personnel in the organization chart to ensure all the tasks are accomplished in the most efficient way. On this contract we will maintain a knowledge matrix that maps abilities of existing and new resources to the technical, management and business areas. This matrix is reviewed every few month and efforts are in the Integrated Team Meeting (ITM) to track the improvements in knowledge and technical abilities and also to revise the cross training efforts for each individual.

**Staffing Adjustments to fluctuating level of workload** — We have proposed personnel with extensive IT and specifically USPTO systems experience to handle the TOR RFQ tasks. Due to our efficient cross training strategy and resource pool based staffing approach, we will be able to adjust the staff on task assignments in accordance with the fluctuating level of workload and in consultation with the government.

# Key Personnel Resumes

## Project (Product) Manager

## Subject Matter Expert

## Senior Software Developer 1

## Senior Software Developer 2

## Senior Database Administrator 1

## Senior Database Administrator 2