



## **Seaport-e Quality Assurance Plan:**

The Epsilon Team will conduct a project kick-off meeting within 5 days post award. At the project initial kick-off meeting, the Epsilon Team Program Manager (PM) will deliver a Quality Control Plan (QCP), including Project Management Plan (PMP), performance metrics and a Work Breakdown Structure (WBS) that guide the day-to-day management of the program and establish the management and technical baselines for the overall effort.

### **PROJECT MANAGEMENT:**

The PMP will detail the project objectives and scope, WBS, deliverables, resource assignments, performance metrics, communications, processes, procedures, and any additional information needed for the effective management of the project. For deliverables without a specific periodicity or well-defined level of effort, the PMP will state the methodology for determining delivery, review and acceptance milestones. Tasks will be tracked using the PMP and a Master Integrated Schedule to permit early identification and mitigation of quality, cost or schedule risks, and maintain compliance with PMI® principles. Project status, accomplishments, risk and issues (including impact assessment), and fiscal status will be summarized in the monthly progress report. We will effectively manage the resources as to take burden off of government personnel.

### **PROJECT ADMINISTRATION SUPPORT:**

Team Epsilon has the experience in large scale project administration, from an Echelon I perspective, to tackle all aspects to project submissions. The Epsilon Team will apply PMI® principles and best business practices to identify the risk, assess the risk (likelihood and impact), and develop a proposed approach to avoid, accept, transfer or mitigate the risk. The PM will work with the designated SeaPort Point of Contact (POC) to validate and manage changes to the scope, expectations or execution of projects, schedules, and cost reports. Changes within the scope of the Performance Work Statement (PWS) will be coordinated and agreed to in writing by the Epsilon Team PM and SeaPort POC. Working in conjunction with on-site personnel, the Epsilon Team will increase communication amongst directorates to ease in tackling facility issues, access requests, and any other support services that may arise.

### **PERFORMANCE MEASUREMENT:**

As part of the In Process Reviews (IPRs), the Epsilon Team will deliver reports and other required documents to capture accomplishments, fiscal status, performance effectiveness, and results of analytical efforts. Without fail, the Epsilon Team will easily assign effective measurements, and streamline a monthly reporting process.



### **BUSINESS PROCESS IMPROVEMENT:**

Standardization and streamlining of business processes embeds critical, tacit knowledge in the process. By documenting the “AS-IS” and the “TO-BE” process, our Business Process Re-Engineer (BPR) experts will be able to identify optimal solutions for reengineering efforts. In addition to identifying opportunities for process improvements, the Epsilon Team will leverage best practices from external sources, and utilize this logic in the standardization of best practices so that the knowledge becomes embedded in the process.

### **QUALITY ASSURANCE:**

The Epsilon Team’s reputation rests in part in the quality of our deliverables. The Epsilon Team takes the more assertive stance that quality starts with requirements elicitation and management, and then integrates throughout the lifecycle of the deliverable. We plan to implement the A Service Disabled Veteran Owned Small Business generally accepted project control techniques of A Guide to the Project Management Body of Knowledge (the PMBOK® Guide). From the initial engagement question “What do you want it to do?” through the pre-delivery peer review and management review processes, we reinforce quality measures. Through this methodology, Team Epsilon will stabilize program outputs, and avoid future defects.

### **Seaport-e Points of Contact:**

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## Seaport-e Team Members:

Company	Functional Areas
AT&T Government Solutions, Inc dba AT&T	Network Solutions, Cyber Security, Mobility, Analytical and Engineering Services, Professional Services
Booz Allen Hamilton Inc	
CACI Technologies Inc.	Cybersecurity and Risk Management, DoD Information Technology Risk Management
CGI FEDERAL, INC.	Cloud Computing, Cybersecurity & Biometrics, Data Exchange and Analytics, Data Center Analytics, Training and Simulation
Conetsco, Inc	
Corps Solutions, LLC	Scenario Development and Exercise Design, Organizational Development and Staff Leadership Training, Strategy Development and Operational Planning, Training and Education Support
Double Eagle Consulting	
Evolver Inc.	
Graham Technologies LLC	
Gryphon Technologies	
Imperatis Corp.	
Intergraph Government Solutions Corporation dba IGS	Integrated Geospatial and Technical Solutions, Asset and Infrastructure Management
Life Cycle Engineering Inc	Information System (IS) Development, Information Assurance (IA) and Information Technology (IT) Support
McKean Defense Group, LLC	
Open San Consulting LLC	Software Engineering, Development, Programming, and Network Support, Configuration Management (CM) Support,

Company	Functional Areas
	Quality Assurance (QA) Support, Information System (IS) Development, Information Assurance (IA), and Information Technology (IT) Support
Parrillo Associates, LLC	Research and development; engineering; modeling and simulation; software development, IT support services, Identity Management, cybersecurity/IA support; systems administration; training; and administrative / functional support
SCIENCE APPLICATIONS INTERNATIONAL CORP (SAIC)	IT Solutions, Systems Engineering, Simulation & Training, Logistics & Supply Chain
SimIS Inc.	Modeling and Simulation, Software Systems, Enterprise Architecture, Information Security
Smartronix, Inc.	
TWD Associates	Unified Communications, Enterprise Information Technology, IT Infrastructure Services, IT Security Solutions, Collaboration Technologies
Watershed Security, LLC	Information Security, Network Operations, Systems Engineering, Cybersecurity
Web Business Solutions, Inc. (WBSI)	Planning & Operations, Systems Engineering, IT Capital Planning & Investment, Network Integration & Operations, Security Information Assurance, Web Application Development, Database Design, Development, & Administration



## **Seaport-e Task Orders:**

Epsilon has received the following task orders under our Seaport-e contract:

N00178-10-D-6033-EHP101

N00178-10-D-6033-MU6104

N00178-10-D-6033-MUT101