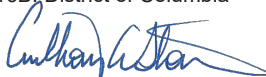


<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>		1. Contract Number CFOPD-20-C-015B	Page of Pages 1   13	
2. Amendment/Modification Number  Modification 1	3. Effective Date  See 16 C below	4. Requisition/Purchase Request No.	5. Solicitation Caption  Staff Augmentation Services	
6. Issued by:  Office of the Chief Financial Officer Office of Contracts 1100 4 <sup>th</sup> Street, S.W. Suite E610 Washington, D.C. 20024		Code	7. Administered by (If other than line 6)	
8. Name and Address of Contractor (No. street, city, county, state and zip code)  eKuber Ventures Inc 8150 Leesburg Pike, Suite 810 Vienna, VA 22182 Ajay Srivastava		Code	Facility	9A. Amendment of Solicitation No.  9B. Dated (See Item 11)
		X	10A. Modification of Contract/Order No.  CFOPD-20-C-015B	10B. Dated (See Item 13)  2/26/2020
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. Accounting and Appropriation Data (If Required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14				
X	A. This change order is issued pursuant to (Specify Authority): Section F .2 of the contract. The changes set forth in Item 14 are made in the contract/order no. in item 10A.			
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the DC Financial Responsibility and Management Assistance Authority.			
	C. This supplemental agreement is entered into pursuant to authority of:			
	D. Other (Specify type of modification and authority)			
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return one (1) copy to the issuing office.				
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)  The District intends to achieve the following with Modification #1:  A. Section B.6 (Price Schedule) is revised to include additional CLIN's as described in Attachment A.  B. Section C.4 (Requirements) is revised to include additional requirements as described in Attachment B.  C. All other Terms and Conditions remain unchanged.				
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.				
15A. Name and Title of Signer (Type or print) Ajay Srivastava, President		16A. Name of Contracting Officer Dorothy Whisler Fortune, Esq., CPPO, Drakus Wiggins, CPPB, CPPO or Anthony A. Stover, CPPO		
15B. Name of Contractor Ajay Srivastava <small>Digitally signed by Ajay Srivastava DN: cn=Ajay Srivastava, o=eKuber Venures Inc. ou, email=ajay@ekuber.com, c=US Date: 2021.02.09 21:16:34 -05'00' (Signature of person authorized to sign)</small>		15C. Date Signed 2/9/2021	16B. District of Columbia  (Signature of Contracting Officer)	16C. Date Signed Feb 11, 2021

## Attachment A

## B.6.2 Option Year One

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
134	Oracle Application Developer Sr.	Hourly	\$129.01
135	Oracle Application Developer Sr.	Hourly	\$129.01
136	Oracle Application Developer Sr.	Hourly	\$129.01
137	Business Process Reengineering Analyst	Hourly	\$155.24
138	Business Process Reengineering Analyst	Hourly	\$155.24
139	Business Process Reengineering Analyst	Hourly	\$155.24
140	Organizational Alignment Business Analyst	Hourly	\$155.24
141	Oracle Fusion Senior Report Developer	Hourly	\$145.68
142	Oracle Fusion Senior Report Developer	Hourly	\$145.68
143	Oracle Fusion Senior Report Developer	Hourly	\$145.68
144	Software Engineer – Machine Learning	Hourly	\$162.24
145	Cloud and Enterprise Infrastructure Architect	Hourly	\$168.24
146	Software Engineer -Test Automation and RPA	Hourly	\$162.24
147	Project Manager	Hourly	\$148.24
148	Project Manager	Hourly	\$148.24

## B.6.3 Option Year Two

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
234	Oracle Application Developer Sr.	Hourly	\$136.87
235	Oracle Application Developer Sr.	Hourly	\$136.87
236	Oracle Application Developer Sr.	Hourly	\$136.87
237	Business Process Reengineering Analyst	Hourly	\$159.90
238	Business Process Reengineering Analyst	Hourly	\$159.90
239	Business Process Reengineering Analyst	Hourly	\$159.90
240	Organizational Alignment Business Analyst	Hourly	\$159.90

241	Oracle Fusion Senior Report Developer	Hourly	\$150.05
242	Oracle Fusion Senior Report Developer	Hourly	\$150.05
243	Oracle Fusion Senior Report Developer	Hourly	\$150.05
244	Software Engineer – Machine Learning	Hourly	\$167.11
245	Cloud and Enterprise Infrastructure Architect	Hourly	\$173.29
246	Software Engineer -Test Automation and RPA	Hourly	\$167.11
247	Project Manager	Hourly	\$152.69
248	Project Manager	Hourly	\$152.69

B.6.4 Option Year Three

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
334	Oracle Application Developer Sr.	Hourly	\$140.97
335	Oracle Application Developer Sr.	Hourly	\$140.97
336	Oracle Application Developer Sr.	Hourly	\$140.97
337	Business Process Reengineering Analyst	Hourly	\$164.69
338	Business Process Reengineering Analyst	Hourly	\$164.69
339	Business Process Reengineering Analyst	Hourly	\$164.69
340	Organizational Alignment Business Analyst	Hourly	\$164.69
341	Oracle Fusion Senior Report Developer	Hourly	\$154.55
342	Oracle Fusion Senior Report Developer	Hourly	\$154.55
343	Oracle Fusion Senior Report Developer	Hourly	\$154.55
344	Software Engineer – Machine Learning	Hourly	\$172.12
345	Cloud and Enterprise Infrastructure Architect	Hourly	\$178.48
346	Software Engineer -Test Automation and RPA	Hourly	\$172.12
347	Project Manager	Hourly	\$157.27
348	Project Manager	Hourly	\$157.27

B.6.5 Option Year Four

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
434	Oracle Application Developer Sr.	Hourly	\$145.20
435	Oracle Application Developer Sr.	Hourly	\$145.20
436	Oracle Application Developer Sr.	Hourly	\$145.20
437	Business Process Reengineering Analyst	Hourly	\$169.63
438	Business Process Reengineering Analyst	Hourly	\$169.63
439	Business Process Reengineering Analyst	Hourly	\$169.63
440	Organizational Alignment Business Analyst	Hourly	\$169.63
441	Oracle Fusion Senior Report Developer	Hourly	\$159.19
442	Oracle Fusion Senior Report Developer	Hourly	\$159.19
443	Oracle Fusion Senior Report Developer	Hourly	\$159.19
444	Software Engineer – Machine Learning	Hourly	\$177.28
445	Cloud and Enterprise Infrastructure Architect	Hourly	\$183.84
446	Software Engineer -Test Automation and RPA	Hourly	\$177.28
447	Project Manager	Hourly	\$161.98
448	Project Manager	Hourly	\$161.98

Attachment B

1. **DELETE** Section C.4.1 in its entirety and **REPLACE** with the following:

C.4.1 The Contractor is responsible for providing the required personnel to fulfill the contract requirements and shall provide replacement personnel as necessary as needed by the District. The replacement personnel shall meet or exceed the qualification described in Section C. The District reserves the right to approve replacement personnel.

The IT Support Services personnel include the following positions:

<b>Positions</b>	<b>IT Support Services</b>
A	Program Manager*
B	Project Manager – Oracle*
C	Project Manager – Organizational Change Management*
D	Project Manager – Treasury Management System*
E	Project Manager
F	Oracle Solution Architect – Functional*
G	Oracle Solution Architect – Technical*
H	Oracle Functional Project Lead*
I	Oracle Technical Project Lead*
J	Software Testing Lead*
K	Software Testing Analyst*
L	Software Testing Automation Engineer
M	Oracle Application Developer Sr.*
N	Oracle Application Developer Sr. *
O	Oracle Application Developer Sr.*
P	Oracle ERP Business Analyst Sr.*
Q	Oracle ERP Business Analyst Sr.*
R	Oracle ERP Business Analyst Sr.*
S	Oracle ERP Business Analyst Sr.*
T	Oracle ERP Business Analyst Sr.*
U	Oracle ERP Business Analyst Sr.*
V	Oracle ERP Business Analyst Sr.*
W	Oracle Middleware Developer Sr.*
X	Oracle Application DBA Sr.*
Y	Organizational Change Management Lead*
Z	Organizational Change Management Analyst*
AA	Oracle Governance Risk and Compliance Analyst
AB	Treasury Business Analyst Sr.
AC	.Net Programmer Jr.
AD	Business Analyst Jr.

AE	Project Coordinator Jr.
AF	Database Administrator Sr. (SQL Server)
AG	Senior Data Architect
AH	Oracle Application Developer Sr.
AI	Oracle Application Developer Sr.
AJ	Oracle Application Developer Sr.
AK	Business Process Reengineering Analyst
AL	Business Process Reengineering Analyst
AM	Business Process Reengineering Analyst
AO	Organizational Alignment Business Analyst
AP	Oracle Fusion Senior Report Developer
AQ	Oracle Fusion Senior Report Developer
AR	Oracle Fusion Senior Report Developer
AS	Software Engineer – Machine Learning
AT	Cloud and Enterprise Infrastructure Architect
AU	Software Engineer -Test Automation and RPA
AV	Project Manager
AW	Project Manager

2. **DELETE** Section C.4.14 in its entirety and **REPLACE** with the following:  
**C.4.14 Oracle Application Developer Sr.:** The Contractor shall provide an Oracle Application Developer Sr. (Positions M, N, O, AH, AI and AJ) as defined in this section.
3. Insert the following requirements into Section C;

**C.4.27 Business Analysts for Business Process Reengineering to support an Oracle Cloud Implementation in Washington, DC.** The Contractor shall provide a Business Process Reengineering Analyst. (Positions AK, AL and AM) as defined in this section

C.4.27.1 Position Description: The Contractor personnel shall perform the following duties and responsibilities:

- a. Facilitate sessions with stakeholders to elicit and document business processes, requirements, rules, and data
- b. Conduct rapid improvement sessions with stakeholders, identifying gaps and opportunities for future efficiencies and process improvements
- c. Analyze current state processes and align to future state system capabilities
- d. Educate business users on new business policies, processes, and procedures
- e. Create, monitor, measure, and provide feedback on process performance
- f. Work in close coordination with Business Transformation, Functional and OCM teams
- g. Support the development of contractual deliverables associated with the BPR and Organization Alignment effort, including reports and presentations delivered to program leadership

C.4.4.27.2 Qualifications: The Contractor’s personnel shall, at minimum, have the following qualifications:

- a. Ability to undergo a background investigation
- b. Bachelor's degree and/or additional related experience in lieu of degree

- c. Strong qualitative and quantitative analytical skills
- d. Strong presentation and facilitation skills
- e. Microsoft Suite Expertise including Visio and Project
- f. Ability to assess the current state of an organization and its components
- g. Ability to define the direction and strategy for business process redesign while ensuring organizational needs are being addressed
- h. Experience in finance or accounting
- i. Experience in organizational design, preferred
- j. Experience supporting Oracle Cloud or EBS, preferred
- k. Required:
  - l. Six Sigma Green or Black Belt Certification
  - m. 3 years or more of experience supporting Oracle Cloud, EBS, or other COTS implementation projects
  - n. 3 or more years of experience in change management
  - o. 3 or more years of experience in local, state, or federal sector work environments

Schedule: Monday to Friday

Work Remotely: Temporarily due to COVID-19; Candidate is expected to be on client site in Washington, DC once the office reopens

**C.4.28 Organizational Alignment Business Analyst:** The Contractor shall provide an Organization Alignment Business Analyst. (Position AO) as defined in this section

**C.4.28.1 Position Description:** The Contractor personnel shall perform the following duties and responsibilities:

- a. Conduct a review of the 'As-Ts' Organization Structure
- b. Analyze current roles and responsibilities
- c. Document new roles, responsibilities and competencies, as part of the 'To-Be' effort
- d. Collaborate with business SMEs to design processes
- e. Develop the plan to roll out approved org changes and execute the plan
- f. Complete Role Mapping for the approved org structure
- g. Work in close coordination with Business Transformation, Functional and OCM teams
- h. Support the development of contractual deliverables associated with the BPR and Organization Alignment effort, including reports and presentations delivered to program leadership

**C.4.4.28.2 Qualifications:** The Contractor's personnel shall, at minimum, have the following qualifications:

- a. Ability to undergo a background investigation
- b. Bachelor's degree and/or additional related experience in lieu of degree
- c. Strong qualitative and quantitative analytical skills
- d. Strong presentation and facilitation skills
- e. Microsoft Suite Expertise including Visio and Project
- f. Ability to assess the current state of an organization and its components
- g. Ability to define the direction and strategy for business process redesign while ensuring organizational needs are being addressed
- h. Experience in finance or accounting
- i. Experience supporting Oracle Cloud or EBS, preferred
- j. Six Sigma Green or Black Belt Certification, or other continuous improvement process analyst certifications, preferred

Required:

- a. Experience in organizational design for large, complex organizations

- b. 3 years or more of experience implementing or supporting Oracle Cloud, EBS, or other COTS implementation projects
  - c. 3 or more years of experience in change management
  - d. 3 or more years of experience in local, state, or federal sector work environments
- Schedule: Monday to Friday

Work Remotely: Temporarily due to COVID-19; Candidate is expected to be on client site in Washington, DC once the office reopens

**C.4.29 Oracle Fusion Senior Report Developer:** The Contractor shall provide an Oracle Fusion Senior Report Developer. (Positions AP, AQ and AR) as defined in this section

**C.4.29.1 Position Description:** The Contractor personnel shall perform the following duties and responsibilities:

- a. Extensive experience modeling, designing, and implementing reporting and Datawarehouse solutions involving FACTS, Dimensions, snowflake, star schemas, etc.,
- b. Extensive experience designing, developing, testing, custom data models in ERP as well as other BI solutions.
- c. Design, develop, and mockup dashboards to work with users for extensive requirements analysis and finalizing requirements
- d. Extensive experience working with dashboards, data visualizations, report slices, and storyboarding
- e. Analyze and clarify functional specifications, write technical specifications, for the reports, dashboards, and associated components
- f. Strong familiarity with Oracle's Cloud ERP Financials out-of-the-box reports
- g. Functional knowledge of the Oracle ERP Cloud application (financials, project and grants) and BICC and FRS
- h. Design, develop, and deploy Oracle Cloud Planning forms, reports, dashboards, and associated components
- i. Strong hands on experience in Fusion Extracts, OTBI Reports, and BI Publisher
- j. Familiarity with BI and reporting tools including Oracle BI tools as well as visualization tools like Tableau.
- k. Extensive experience developing citizen facing dashboards including financial and government transparency data
- l. Knowledge of SmartView is a plus
- m. Should have expertise in creating and scheduling Oracle Cloud ESS Jobs and BIP Jobs

**C.4.4.29.2 Qualifications:** The Contractor's personnel shall, at minimum, have the following qualifications:

1) Experience:

- a. Reports Designer shall have experience in large Oracle ERP or ERP Cloud projects with significant reporting, data warehousing solution. This person shall also have a minimum of two individual multi-year software project reports development experiences.
- b. Extensive experience modeling, designing, and implementing reporting and Datawarehouse solutions involving FACTS, Dimensions, snowflake, star schemas, etc.,
- c. Extensive experience designing, developing, testing, custom data models and hands on experience working on OLAP and BI solutions.
- d. Excellent visual design skills with sensitivity to user-system interaction.
- e. Ability to solve problems creatively and effectively
- f. Strong grasp of security principles and how they apply to report writing



2) Education:

- a. A BS degree in Computer Science, Business/Finance or other Technical area or 10 years of experience in Oracle ERP/ Fusion Cloud

3) Technical Skills:

- a. MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.)
- b. Oracle ERP reporting – BI publisher, OTBI, SmartView, Financial Reporting Studio
- c. Proficiency in SQL and PL/SQL
- d. Data Visualization skills – Tableau or similar
- e. Data Modeling skills for creating custom subject areas

**C.4.30 Software Engineer Machine Learning:** The Contractor shall provide a Software Engineer Machine Learning (Position AS) as defined in this section

C.4.30.1 Position Description: The Contractor personnel shall perform the following duties and responsibilities:

- a. Analyze, design, and develop applications/software as per requirements.
- b. Design and develop a processing platform using various configuration management technologies.
- c. Test software development methodology in an agile environment.
- d. Provide ongoing maintenance, support, and enhancements in existing systems and platforms.
- e. Collaborate cross-functionally with business users, project managers, and other engineers to achieve elegant solutions.
- f. Provide recommendations for continuous improvement.
- g. Work alongside other engineers on the team to elevate technology and consistently apply best practices.
- h. Research and implement appropriate ML algorithms and tools
- i. Develop machine learning applications according to requirements
- j. Select appropriate datasets and data representation methods
- k. Run machine learning tests and experiments
- l. Perform statistical analysis and fine-tuning using test results
- m. Train and retrain systems when necessary
- n. Extend existing ML libraries and frameworks

C.4.4.30.2 Qualifications: The Contractor's personnel shall, at minimum, have the following qualifications:

1) Experience:

- a. Experience with DevOps practices
- b. Experience with Scrum/Agile development methodologies.
- c. Capable of delivering on multiple competing priorities with little supervision
- d. Good verbal and written communication skills.
- e. Understanding of data structures, data modeling and software architecture
- f. Deep knowledge of math, probability, statistics and algorithms

2) Education:

- 3-5 years of experience has a BS degree in computer science, computer engineering or related technical field.

### 3) Technical Skills:

- a. Experience with building APIs and Web Services using REST, SOAP, etc.
- b. Experience with scripting languages like Perl, Shell, Visual Basic etc.
- c. Experience in Machine Learning using R and/or Python is required
- d. Familiarity with machine learning frameworks (like Keras or PyTorch) and libraries (like scikit-learn)

**C.4.31 Cloud and Enterprise Infrastructure Architect:** The Contractor shall provide a Cloud and Enterprise Infrastructure Architect (Position AT) as defined in this section

C.4.31.1 Position Description: The Contractor personnel shall perform the following duties and responsibilities:

- a. Determine requirements to delivery and maintain robust IT infrastructure that aligns with business and IT strategies;
- b. Regularly analyze current information technology infrastructure environment to detect critical deficiencies and recommend solutions for improvement;
- c. Develop and owns the technology roadmap providing direction and definition of the IT infrastructure architecture to effectively and efficiently support the business strategy;
- d. Establish and maintain agreed and accepted enterprise-wide IT infrastructure architecture;
- e. Lead the implementation and maintenance of the established enterprise-wide IT infrastructure strategies;
- f. Participate in application development projects to fit systems to architecture and identify when it is necessary to modify the technical architecture to accommodate project needs;
- g. Develop strategies and direction for systems and networks that use current and emerging technologies;
- h. Develop and maintain design plan for IT operational architecture with key focus on reliability and performance;
- i. Document and maintain all technical architecture design and analysis work;
- j. Provide oversight in infrastructure aspects of projects;
- k. Identify and recommend infrastructure technologies that can provide additional benefit to the firm;

C.4.4.31.2 Qualifications: The Contractor's personnel shall, at minimum, have the following qualifications:

- a. Minimum 10 years working in the Infrastructure Systems Engineering role
- b. Minimum 4 years of experience working in an Infrastructure Systems Architect role
- c. Minimum 6 years working in an enterprise level environment designing, building, and supporting network LAN and WAN, server, virtualized, and storage solutions
- d. Minimum 4 years experience implementing cloud model delivery
- e. Minimum 3 years experience with infrastructure automation
- f. Experience with engineering and troubleshooting Cisco networking hardware and software
- g. Experience designing, installing, operating, and maintaining virtual environments/services to include OS virtualization, VDI, Desktop as a Service (DaaS), and software defined services

### 2) Education:

- 10 years of experience, has a BS degree in computer science, computer engineering or related technical field

### 3) Technical Skills:

- a. Advanced understanding of scripting such as PowerShell
- b. Advanced understanding of Windows and Linux operating systems

- c. Advanced understanding of hybrid and full cloud infrastructure technologies (Azure / IaaS, and SaaS solutions)
- d. Must have at least one cloud certification, either AWS Architect or Azure Architect
- e. Must have at least one security certification like CompTIA Security+
- f. Required Technology experience: Amazon Web Services (AWS), Backup & Restore, Database Management Systems, Firewalls, IT Asset Management, IT Performance and Capacity, LINUX, Microsoft Azure, Network Security, Network Design and Protocols, WAN/LAN Management

**C.4.32: Software Engineer-Test Automation and Robotic Process Automation:** The Contractor shall provide a Software Engineer-Test Automation and RPA (Positions AU) as defined in this section

C.4.32.1 Position Description: The Contractor personnel shall perform the following duties and responsibilities:

- a. Analyze, design, and develop applications/software as per requirements.
- b. Design and develop a processing platform using various configuration management technologies.
- c. Test software development methodology in an agile environment.
- d. Provide ongoing maintenance, support, and enhancements in existing systems and platforms.
- e. Collaborate cross-functionally with business users, project managers, and other engineers to achieve elegant solutions.
- f. Provide recommendations for continuous improvement.
- g. Work alongside other engineers on the team to elevate technology and consistently apply best practices.
- h. Develop Automation using Robotics Process Automation (RPA)

C.4.32.2 Qualifications: The Contractor's personnel shall, at minimum, have the following qualifications:

- 3-5 years of experience has a BS degree in computer science, computer engineering or related technical field.

3) Technical Skills:

- a. Experience with either Java or Python is required
- b. Experience with scripting languages like Perl, Shell, Visual Basic, etc.

**C.4.33 Project Manager:** The Contractor shall provide a Project Manager (Positions AV and AW) as defined in this section

C.4.33.1 Position Description: The Contractor personnel shall perform the following duties and responsibilities:

Project Manager is responsible for successful delivery of large and complex programs/projects through all phases of the Project Management Lifecycle, which includes initiation, planning, iterative development, continuous testing, execution, control & closeout of projects. The Project Manager will also be the primary technical point of contact to the customer and will be responsible for collaborating across multiple task areas, including infrastructure (SaaS, PaaS or on-premise), applications, QA, change management, and customer service support.

Manage relationships with stakeholders, managers, and key software and services vendors for the delivery of projects and programs.

Provide thought leadership and expertise for Software and/or Hardware system implementations, IT applications, business and systems processes.

Manage the implementation of projects daily -- including defining deliverables as well as creating and monitoring sprints, project schedules and backlogs.

Assist with internal communications and resource management as needed.

Align project objectives with stakeholders' objectives.

Will lead teams through all phases of System Development Life Cycle (SDLC) using appropriate waterfall and agile methodologies and processes.

Create project plans, resource plans, program metrics, communication plans and develop analytics supporting delivery of life cycle activities.

Develop communication plans to ensure business and executive stakeholders are well informed and are provided with accurate information for status of managed initiatives and to support decision making.

Identify project and resource dependencies and collaboratively work with team members to ensure the project schedule is followed.

Effectively communicate project status, actions, decisions, risks, issues and schedule for the customer's project portfolio.

Prepare executive steering committee communications as needed.

Direct, motivate and collaborate with project team members to ensure the team is provided with clear and accurate information in a timely manner that will enable them to complete assigned tasks within set times, and to deliver to top performance.

Other duties as assigned.

C.4.33.2 Qualifications: The Contractor's personnel shall, at minimum, have the following qualifications:

1) Experience:

- a. Project Manager shall have significant experience managing and implementing concurrent separate initiatives of varying size. This person shall also have a minimum of two individual multi-year project implementation experiences, as well as previous success in an agile environment.
- b. Demonstrates extensive knowledge and success as a team leader: motivating teams to success by creating an atmosphere of trust while seeking diverse views to encourage improvement and innovation; providing information and direction to less-experienced staff; coaching staff including providing timely and meaningful written and verbal feedback.
- c. Project Manager shall have experience participating as a consultant to the business units on software product evaluations; reviewing requirement traceability matrixes' development for accuracy and completeness; reviewing test strategies and cases and their results to confirm systems perform as expected; collaborating with the stakeholders, subject matter experts, and functional users to verify product meets the needs of the District; and reviewing and approving technical documentation created in support of new solutions or system upgrades.

2) Education:

- a. A BS degree in Computer Science, Business/Finance or other Technical area or 10 years of experience as Project/Program Manager is required.
- b. Actively maintained Project Management Professional (PMP), and PMI Agile Certification Practitioner (PMIACP) or other Agile/Scrum/ScrumMaster Certifications are required.

3) Technical Skills:

- MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.).

**END**