Southside Network Authority
Broadband Project Management - T&M Services
Statement of Work

Submitted by:

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Introduction

For decades, CAS Severn, Inc. (CAS Severn) has provided technical and engineering services to assist clients with their IT environments. CAS Severn was part of the design phase of the Southside Network Authority (SNA) Regional Fiber Ring. CAS Severn is also currently working with City of Chesapeake Project Managing the implementation the City's internal fiber ring. CAS Severn will provide technical project management professional services to assist Southside Network Authority this requirement.

Project Background

The Southside Network Authority has launched a critical regional fiber optic ring project to enhance broadband infrastructure and promote economic growth across the region. This project aims to deliver high-speed connectivity to municipalities, businesses, and public services. To ensure its successful completion, a Technical Project Manager (TPM) is required to oversee the technical aspects of the project, manage the execution, and provide oversight using tools like Jira for progress tracking and reporting.

Objective

The Technical Project Manager will be responsible for managing the technical planning, execution, and coordination of the Southside Network Authority's fiber optic ring project. The TPM will ensure that all project activities, from design to deployment, meet technical specifications, timelines, and budget constraints. Additionally, the TPM will provide regular technical reports and insights to the leadership team to ensure the project aligns with strategic goals. See Appendix A for the Technical Project Manager Resume.

Scope of Work

The Technical Project Manager will lead the technical oversight and execution of the Southside Network Authority Regional Connectivity Ring project, with the following responsibilities:
1. Technical Planning and Design:
    a. Oversee the technical design and engineering aspects of the fiber optic ring, ensuring that all project components meet industry standards and regional requirements.
    b. Collaborate with internal engineering teams and external contractors to finalize technical specifications and designs.
    c. Ensure that all technical documentation and blueprints are complete, accurate, and approved before deployment begins.

2. Project Management and Coordination:

    a. Use Jira and other project management software to manage tasks, track milestones, and ensure that technical deliverables are on schedule.

    b. Work closely with field operations, procurement, and municipal teams to ensure alignment between the technical requirements and project execution.

    c. Coordinate with vendors and contractors for the deployment of fiber optic cables, network hardware, and related infrastructure.

    d. Serve as the primary point of contact for technical inquiries from both internal teams and external stakeholders.

3. Progress Tracking and Reporting:

    a. Monitor the project's technical progress using Jira to track the completion of technical tasks, sprints, and milestones.

    b. Generate detailed technical status reports and dashboards for leadership, highlighting progress, technical challenges, and risks.

    c. Organize and lead technical status meetings with the project team, ensuring that all parties are informed of ongoing developments and any adjustments to the technical plan.

4. Risk Management and Issue Resolution:

    a. Identify and manage technical risks related to network design, implementation, and performance.

    b. Maintain a technical risk log and work proactively to resolve issues before they affect project timelines.

    c. Ensure that any technical issues that arise during deployment are documented, assessed, and resolved quickly.

5. Budget and Schedule Management:

    a. Work with the financial team to ensure that all technical expenditures align with the approved budget.

    b. Track technical project timelines and ensure that any schedule deviations are addressed through proper mitigation strategies.

    c. Provide technical input to budget variance reports and propose actions to ensure cost control.

6. Stakeholder and Vendor Management:

    a. Manage relationships with contractors, vendors, and equipment providers, ensuring that all technical specifications and performance standards are met.

    b. Collaborate with municipalities, utility companies, and other regional partners to ensure proper permitting and access for fiber optic installation.

    c. Provide technical leadership in discussions with stakeholders, ensuring alignment with project goals and requirements.

7. Tool Management and Process Improvement:

    a. Ensure Jira and other project management tools are optimized for tracking technical deliverables and milestones.

    b. Continuously evaluate technical processes to identify areas for improvement, ensuring that best practices are followed.

    c. Provide training to team members on the technical aspects of the project and the proper use of project management tools.

8. Leadership Support:
   a. Assist in the preparation of technical documentation, reports, and presentations for the Southside Network Authority leadership.
   b. Participate in leadership and strategy meetings, providing technical insights and recommendations to support decision-making.
   c. Ensure leadership is aware of technical risks, challenges, and progress toward milestones.

Deliverables:

- Detailed technical designs and specifications for the fiber optic ring.
- Weekly and monthly technical status reports, including Jira dashboards and progress tracking.
- Regular updates on technical risks, issues, and mitigation strategies.
- Updated technical project schedule and milestone tracking.
- Budget variance reports with a focus on technical expenditures.
- Presentation materials for Southside Network Authority leadership, focusing on the technical aspects of the project.

Project Timeline:

The Technical Project Manager will be engaged throughout the duration of the fiber optic ring project, which is anticipated to take 24 months. Extensions may be granted based on project milestones and regional connectivity needs.

Key Skills and Competencies:

- Strong knowledge of fiber optic network design and deployment processes.
- Proficiency in Jira and other project management tools, with a focus on tracking technical deliverables.
- Proven experience managing large-scale, complex infrastructure or telecommunications projects.
- Excellent organizational skills and the ability to manage multiple technical teams and contractors.
- Deep understanding of broadband technologies, network hardware, and fiber optic infrastructure.
- Strong communication and interpersonal skills, with the ability to engage stakeholders across technical and non-technical domains.

Reporting Structure:

The Technical Project Manager will report to the Lead Project Manager and provide regular technical updates to the Southside Network Authority leadership.

CAS Severn Responsibilities

CAS Severn will provide technical direction and management of CAS Severn engineering and/or project personnel. This direction will provide a framework for project planning, communications, reporting, procedural and contractual activity. This activity includes:

Planning

1. Review the SOW and the contractual responsibilities of both parties with customer designated point of contact.

2. Maintain project communications and/or status of scope of work.

3. Establish documentation and procedural standards for the deliverables identified in the Scope of Work.

Project Tracking and Reporting

1. Review scope or project tasks, schedules, and resources and make changes or additions, as appropriate.

2. Review the CAS Severn standard invoice format and billing procedure to be used on the project, with customer designated point of contact.

3. Conduct regularly scheduled project status meetings, if necessary.

4. Administer the Change Control Procedure with customer designated point of contact.

5. Coordinate and manage the technical activities of CAS Severn project personnel.

Southside Network Authority Responsibilities

Southside Network Authority must designate an authorized individual who will be CAS Severn's primary contact and liaison. This person is responsible for all critical and non-critical engagement tasks including, but not limited to, the following:

1. Reserve facilities (conference rooms, labs, staging areas, etc.).

2. Provide any prerequisite documentation, configuration, information, and diagrams needed to complete the tasks described in the scope of work.

3. Provide access to grounds, facilities, and equipment as required.

In the case that the Scope of Work requires CAS Severn to have access to computer systems for purposes of installation, changes and/or analysis, Southside Network Authority will be responsible for the following:

1. Provide guidance on customer's operational security policies.

2. Provide access or assist CAS Severn project staff in gaining access to systems for the purpose of the work being performed.

3. Ensure that backups of all data that may be affected by any new equipment installation is performed prior to CAS Severn's engineering implementation.

4. Ensure that backups are completed of all data that may be affected by any work performed by CAS Severn.

5. Ensure rack system, network connections, and storage connections related to new installation/upgrade are in place and operational prior to CAS Severn's equipment installation.

Schedule

The project or scope of work schedule for CAS Severn technical and engineering services will be determined upon the receipt of written authorization from Southside Network Authority of the acceptance of this Statement of Work, the tasks ordered and the final approved project plan.

Change Order Procedures

Changes to this Statement of Work must be agreed upon by CAS Severn and the customer in writing and can be requested by contacting Carl Dodson at 804-397-9268.

Completion Criteria for T&M Services

CAS Severn will have fulfilled its obligations under this SOW when one of the following first occurs:

1. CAS Severn accomplishes all of the CAS Severn activities described in Scope of Work.

2. Term of the Agreement has been reached.

3. Southside Network Authority or CAS Severn terminates the agreement in accordance with the provisions of the Additional Terms and Conditions listed below.

Pricing for T&M Services

The table below provides pricing information. The services identified in the Scope of Work are offered in one full year estimate of 2008 hours, per a standard 40 hour work week.

GOVMVMT Labor Category	CAS Severn Labor Category	GOVMVMT Hourly Rate	CAS Severn Hourly Rate	Total Estimate
Project Management 02	Consultant	$150	$150	$301,200

1. Pricing is for 2008 hours (a full year)/40hrs a week.

2. The term of this services agreement expires on September 30, 2025.

3. The above pricing quote is valid for 30 days.

Additional Terms and Conditions for T&M Services

CAS Severn will provide the services as stated in the Scope of Work under the following Terms and Conditions.

1. This work will be performed during CAS Severn's normal business hours, Monday-Friday, 8am-6pm. Evening, holiday, or weekend work must be scheduled a minimum of one week in advance. Unscheduled services will be charged at a premium rate of 150% the standard hourly rate.

2. In cases where the customer equipment or software is not currently under maintenance and support from the Original Equipment Manufacturer (such as third party maintenance suppliers), CAS Severn may be constrained in resolving problems or making changes where such support is not in place. CAS Severn, with authorization from the customer, will assist the customer on a time and materials basis in any attempts to resolve issues with equipment and software where feasible but cannot guarantee the outcome. The customer is responsible for acquiring OEM support for problem resolution.

3. The service pricing offered is on a time and materials basis and billed using the quoted price per hour. Invoices for the service charges and expenses will be generated monthly.

4. CAS Severn and the customer may extend the term or funding of this agreement by mutual consent and in writing.

5. The price quoted for CAS Severn services assumes Southside Network Authority agrees to the terms and conditions of the CAS Severn contract with Fairfax County, GovMVMT contract # 4400012309.Revisions to the terms and conditions of the services agreement may result in the services being rebid or declined.

Authorization

Signing below indicates Southside Network Authority's acceptance of this Statement of Work.

Accepted by:

CAS Severn, Inc.	**Southside Network Authority**
	Client Name
By	By
Authorized Signature	Authorized Signature
Name (Type or Print)	Name (Type or Print)
Title (Type or Print)	Title (Type or Print)
Date (Type or Print)	Date (Type or Print)

Markis Kelly

Profile

Senior technology specialist that is passionate about cybersecurity, software, and problem solving. Provides leadership to overcome adversity in many technology spaces from aerospace to intelligence. Clearance: TS-SCI

Skills & Abilities

Project Management: Jira, Excel, Leadership, Budget Analysis and Planning, Communication, Project & Program Management, Powerpoint, Problem Solving, Negotiation

Experience

Cyber Automation Engineer | GridIronIT(kessel run) | Current

· produce new playbooks and automate manual security operation
· manage an inventory of integrations that enable broader playbook creation
· designing or writing playbooks, troubleshooting, training, and supporting technical requirements
· Produce automated procedure for infrastructure that adhere to security best practices
· Create dashboard for monitoring within ElasticSearch
· Set up AWS Elastics Kubernetes Service to create cross cluster searching
· Provide recommendations for Elastic index lifecycle management
· Provide guidance on proper logging needed for monitoring PCF platform

Principal Cyber engineer | Bogart Associates | 4/15/ 2022 – 08/30/2023

· Generate virtualized API definitions and endpoints using SWAGGER in C#
· Managed and introduced new API endpoint policies using Axway Policy Studio

- Create scripts that transform xml data into correct JSON format for legacy system using JavaScript
- Used development lifecycle tools such as Gitlab, Artifactory, Jira, and Confluence
- Developed automated unit test using SOAPUI and Postman
- Built XSLT to style data returned to users from API endpoints.
- Worked with XML soap calls to create JSON REST endpoints
- Established new policies and procedures for design and implementation phase
- Prepared merge request that resulted in direct update to production system
- Established automated build and deploy pipelines in YAML for Azure DevOps allowing for automated static code analysis.

Software engineer | insight global | 06/01/2021 – 04/15/2022
- Reduced SonarQube findings 10% by analysis deficiencies in Java based services
- Modernized over 100 packages in React/Redux UI using NPM
- Expanded docker images to improve runtime efficiency and reduce downtime by 5%
- Configured linter in DevSecOps process to check code prior to git push into Gitlab
- Refactored over 100 API calls on the front end and back-end services
- Authored over 100 Jira issue producing templates for stories, bugs, and task that help to synchronize over 300 issues
- Created several REST API endpoints that consumed JSON data models
- Used and modified tools that support DevSecOps such as Artifactory, Gitlab, Jira, SonarQube, and Jenkins

Software program Manager/Tech Lead/senior developer | MAG AEROSPACE | 04/01/2018 – 06/01/2021
- Developed budget process and reported progress to stakeholders daily
- Maximized budget of over 1.1M on my contracts to build new communication system
- Executed and acquired new funding contract years with clients totaling over 1M
- Critiqued over 50 code reviews leading to better development team
- Customized release and deployment set up in DevSecOps process via Bamboo
- Managed a development team that completed over 100 user stories
- Produced at least 10 scripts that provided solution to Meteor based web application
- Implemented Atlassian Tool base of Jira, Bitbucket, Confluence, and Bamboo to help speed up Software Lifecycle Development Process
- Defined processes for 3 independent development teams using a combination of Capability Maturity Model (CMMI) and Cybersecurity principles.
- Created and automated unit test and scripts that were used in DevSecOps CI/CD pipeline

- Configured and administered replication architecture for over 4 Mongo databases
- Transitioned projects on Gitlab to Atlassian Tool Suite with minimal project data loss
- Designed Continuous integration/Continuous development automation in Atlassian Bamboo and Gitlab
- Prototyped web application using provided specifications and innovation
- Created clear milestones that lead to at least 4 successful product releases
- Over 300 code commits and changes that helped to replace legacy web application
- Automated security checks in DevSecOps provided by Department of Defense via staged builds
- Administered Red Hat Linux servers and deployments
- Led daily Agile Scrum Meetings
- Mitigated security controls leading to Authority to Operate (ATO) in Federal Space
- Contributed to successful ATO process for Applications and Systems
- Overseen appraisal and audit for CMMI certification Level 3

mid-level software developer/test engineer | lockheed martin | 08/01/2016 – 04/01/2018

- Constructed over 100 automated test using Microsoft Visual Studios alongside Microsoft Test Manager
- Debugged over 500 solutions to help develop answers to client's problems
- Maintained over 15 Coded UI projects leading to more efficient code base
- Learned ASP.Net to create and maintain microservices for C# legacy project
- Fixed bugs in the DevOps process to ensure a successful build process
- Implemented over 100 corrections for programming scripts containing deficiencies leading to better software and hardware
- Reported over 200 bugs in Microsoft TFS leading to more effective software fixes
- Received special recognition award in first year for contribution to program

Nodal Network Systems Operator | US Army | 02/27/2011 – 02/28/2017

- Programmed several router, switches, modems, and security devices according to client specifications
- Performed quarterly security maintenance on hardware and software such as Tactical encryption devices and Cisco devices.
- Assessed intrusion detection systems (IDS) to ensure that the network was secure from threats and vulnerabilities.
- Established key stores for encryption devices.

- Maximized digital network to provide communication to over 1000 clients in 3 years using protocols such as Https, SCP, SFTP, etc.
- Assisted clients with installation of legacy and modern printers on different operating systems.
- Secured over 300 million dollars' worth of equipment as an entry level technician for my team
- Mentored 10 employees on how to become more proficient and knowledgeable in network operations
- Managed three nodal networks while providing little to no deficiencies in the networks
- Led and trained over 50 employees on equipment (Windows and Linux) and software such as to improve efficiency of organization
- Sponsored foreign customers in largest business affairs using updated and interoperable technologies
- Mentored five coworkers to continue furthering secondary education
- Documented two Standard of Operation manuals on how equipment is operated
- Rebuilt over 10 software images for computers and servers
- Architected networks for over 10 operations with minimal to no latency
- Conducted daily briefings to superiors to help explain network status and issues.
- Collaborated with cross-functional teams to respond to security incidents, performed root cause analysis, and recommended strategies to enhance security measures.

Education

MS | CYBER operations | University of Maryland University College
Graduation Date: 3/30/2023 GPA: 3.83

BS | computer science | minor in cyber security |University of Maryland University College
Graduation Date: 5/30/2018 GPA: 3.79

Certifications
- **CompTIA Security +**
- **CompTIA Network +**
- **Certified CMMI Associate**
- **Scrum Master Certified**
- **GitLab Certified Professional Services Engineer**