



J3 Consulting, LLC is an 8(a) small business with more than 15 years of experience. J3 provides the full spectrum of acquisition management, strategic planning, program management, cost analysis and systems requirements analysis. J3 Consulting is the leading solution for government and commercial organizations requiring broad, system-level thinking to integrate, elevate, and deliver **Acquisition Support Services**, Systems Engineering and Technical Assistance (SETA), Performance Management, Program Management.

CORE CAPABILITIES & SERVICES



Acquisition Support Services

- COR Support Services
- Review and assess historical IPT documentation
- Manage and coordinate Acquisition Review Boards
- Develop Standard Operating Procedures (SOP)
- Contract Closeout
- Technical Writing
- Acquisition Planning Documentation
- Acquisition Compliance oversight



SETA Support Services

- Enterprise PMO Planning & Implementation
- IT Project Management
- Test Management Performance & Quality Assessments
- IV &V
- Software Project Code Review & Assessment

Extensive knowledge of producing, gathering and verification of functional, technical, and contractual requirements. Strong experience in final packaging of Requests for Proposals with evaluation criteria.

J3 is knowledgeable and experienced with acquisition management. We have a bench of acquisitions professionals with extensive experience in acquisition (procurement and project management) services that have worked successfully in the past with federal agencies. J3 offers a low-risk solution through proven performance in Contracting and COR support in the federal executive arena and a proven framework for solving unique organizational challenges. **Our corporate experience demonstrates our capabilities to deliver valid, credentialed individuals to assist in providing service support and organizational solutions on a timely basis. Our approach provides the following benefits:**

A strong pool of procurement professionals available on short notice to meet the needs on a part-time and/or full-time basis.

Each professional is certified in his or her specific discipline: DAWIA Level III – Procurement or FAC-COR.

Each professional has significant federal government experience and is versed in the Federal Acquisition Regulations (FAR).



J3 Consulting is currently assisting GSA, National Capital Region, in providing acquisition support services to include technical writing, fiscal management, as well as administrative support to GSA and its client agencies. This includes:



Historical IPT documentation for accuracy and compliance and provide a written assessment. For new requirements, assisting with documenting the functional and performance level requirements into the appropriate requirements documents. J3 provide document findings and develop a usable document that the IPT can use as a draft Statement of Work (SOW), Statement of Objectives (SOO), or Performance Work Statement (PWS).



Support Acquisition Planning. Assist with uncovering and documenting all elements in an acquisition plan. Interface with IPT members and assist in preparing acquisition plans, justifications, clearances, briefings, presentations, and technical evaluation plans, maintaining compliance with FAR and agency policies and regulations, which shall include the task of ensuring the requirements for Federal security policy compliance to include but not limited to the Federal Information Security Modernization Act (FISMA) and all other applicable FAR clauses and agency mandate is included in all requirements packages, as well as the developed standard operating procedures and policies. **Coordinate with the Acquisition Review Board to ensure submitted documentation is complete and coordinate the ARB process timing and document results.**



Standard Operating Procedures (SOP). Conduct review of Acquisition-specific roles and assist with developing SOPs or other policy documents to clearly define the activities required to successfully perform, which include estimated milestones for the GSA Acquisition Support Services Program. **Assist the management team with messaging efforts to the IPTs throughout their processes to improve overall quality and encourage innovation.**



POINT OF CONTACT

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GOVERNMENT VEHICLES

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