

SOSSEC, INC 9-STEP OTA MANAGEMENT PROTOTYPE PROJECT PROCESS

STEP 1 MISSION THREAD IDENTIFICATION

- Government: Decision on use of Plug-fest/Plug-test and or Project Announcement/White Paper Government identifies Mission Thread
- SOSSEC, Inc:
 - Outreach - Publicizes Mission Thread to current and potential members through SOSSEC web site, LinkedIn, AFCEA and other Industry platforms
 - Holds events to socialize Mission Thread - Government Panels with government SME participation, Industry MeetUps, Ideation events, SOSSEC ZOOM environment supports up to 3000 attendees.
 - Manages scheduling, registration, communication and feedback for all meetings and events
 - Conducts Outreach and Membership recruiting events
 - Finds solutions through Technology Scouting Commercial solutions, emerging technology, Academic and Industrial
 - Planning - Ensures Classified development requirements are addressed up front.
 - Ensures foreign participation limitations and DD254 requirements are well publicized to potential participants
 - Ensures that GPR and IP objectives are addressed up front.
 - Facilitates collaboration and teaming utilizing website collaboration forum, one-on-one meetings and Teaming webinars between NTDCs and large businesses

STEP 2 PLUG-FEST/PLUG-TEST

- SOSSEC, Inc:
- Vendor Development and Testing – Plan advertise and execute Plug-Fest (virtual and in-person) – Ensuring maximum participation from existing and new members, Griffiss Institute/Innovare facilities,
 - Conducts TIMs with government SMEs and Industry, SOSSEC Inc website Forum for Q&A and collaboration.
 - Facilitates availability of government provided virtual environment
 - Broadly publicizes and assemble public forum via SOSSEC website, Social Media, AFCEA and other industry specific platforms. to engage members and potential members
 - Facilitates Establishment of government provided virtual environment
 - Coordinates, facilitates and attends Vendor Training for govt users for Plug Test
 - Coordinates, facilitates and attends Plug-test Event Plug where Government tests vendor developed capability
 - Facilitates event data collection
 - Conducts feedback survey after each event – Uses for lessons learned for future events

STEP 3 PROJECT ANNOUNCEMENT/WHITE PAPERS (CAN BE IN CONJUNCTION WITH OR REPLACE STEP 2)

- SOSSEC, Inc:
- Issues Project announcement for White paper submission. Announcement is issued on the SOSSEC website.
 - Utilizes social media, AFCEA and industry platforms to publicize as appropriate.
 - Assists and mentors NTDCs in effective preparation of Whitepapers
 - SOSSEC, Inc will schedule group webinar on white paper preparation shortly after announcement
 - One-on-One mentorship is always available and can be scheduled on the SOSSEC website.

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- Conducts virtual event to aid in performers establishing teaming arrangements

STEP 4 PROPOSAL/EVALUATION/SELECTION

SOSSEC, Inc:

- Notifies Project level performers from successful Plug-tests/Whitepapers
- Request Project Level Performer Proposals
- Assists and mentors NTDCs in effective preparation of Proposals
- Schedule group Webinar on Proposal preparation shortly after announcement. Responsiveness to requirements, use of Templates (per Recommended Processes and Practices for Open Technology and Agility for Innovation (OTAFI)”, compliance with instructions, Milestone and pricing are topics that will be covered.
- Schedules Q&A sessions as necessary
- Reviews- Technical/Cost proposals,
- Performs detailed compliance check
- Reviews Warranties and representations, Data Rights Assertions, DD254 requirements
- Performs the Cost/Price Analyses (and makes a Fair and Reasonable Price Determination)
- Provides specific constructive compliance feedback to member(s) and member(s) submit revised proposal(s) as required
- Submit proposals to the OTA Customer for evaluation –with detailed compliance and Cost/Price analysis

STEP 5 GOVERNMENT EVALUATION/PROJECT APPROVAL

- Government informs SOSSEC that a Project Level Order (PLO) is forth coming
- SOSSEC, Inc:
 - Meets with government to finalize terms and conditions and ensure all issues are addressed.
 - Request proposal revisions as necessary to correct any deficiencies/clarifications
 - Prepares draft PLOs Performer PLOs

STEP 6 AWARD

- Government Issues PLO to SOSSEC Inc.
- SOSSEC, Inc issues a Project Level Agreement(s) to the selected member(s), which includes:
 - Specific Subcontract Terms and Conditions, and applicable flow-downs, SOW/PWS, DD Form 1423 Data Deliverables, Milestone Delivery Schedule specific to the OTA project award, and appropriate Cybersecurity provisions
- Enters project into SOSSEC system for Milestone, performance. Deliverable, invoicing and payment tracking

STEP 7 PERFORMANCE

SOSSEC, Inc:

- Conducts a kick-off meeting with the Government project personnel and the performer(s)
- Enters all performance parameters in our financial and milestone scheduling systems
- Participates in technical progress reviews
- Provides situational awareness and fosters communication between the government and performer
- Supports both the Government and the performer(s) to ensure that all milestones, reporting, deliverables, and invoicing are scheduled and tracked throughout the project and the project is successfully completed.
- Proactively manages to be in front of and make the government aware of any issues or potential issues (always within 5 business days)

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STEP 8 PAYMENT

SOSSEC Inc Ensures:

- Invoices map to project Milestones
- Ensures that government approves delivery prior to payment
- Ensures prompt government invoicing and payment to Project Performers

STEP 9 TRANSITION TO INFORMATION SYSTEM

Upon successful completion of the prototype project, SOSSEC, Inc:

- Conducts project closeout to ensure the Government has all information necessary to transition to the appropriate information system and platform (e.g., DevSecOps, Platform One), including collecting and submitting performing member feedback on performance, metrics incorporated and notable results
- Works with RL and the project customer to assess the most effective acquisition strategy to affect the transition
- Provides draft acquisition documentation to support sole source follow on production if required
- Assists with the project performer required testing and accreditation
- Documents lessons learned for application on future RL and other OTA projects.

The SOSSEC, Inc 9-Step Management Process© *maps to and completely supports all aspects of the Recommended Processes and Practices for Open Technology and Agility for Innovation (OTAFI)*