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DARLEY CONSULTING, INC.

FEMA Task Order 15: The Exercise Unit (TED-EX) Support
KEY PERSONNEL
Job Description: Project Manager

1. Duties and Responsibilities:

    a. The Project Manager shall have a documented work history demonstrating success at ever increasing levels of responsibility, project complexity in the areas of managerial expertise related to program/project management; personnel management, including supervisory and team leadership positions; and, familiarity with the management of government contracts.

    b. This person shall be in a senior supervisory position with regard to the contractor's employees and subcontractors.

    c. The Program Manager shall supervise the work effort of contractor and subcontractor employees to ensure that the agreed upon work breakdown schedules, work quality and performance criteria are met.

    d. This individual shall ensure standardize reporting of project and deliverable status, start and finish dates, percent completion on all tasks as well as actual hours and resource allocation for each task.

    e. This person shall have a high degree of proficiency in the area of project management.

    f. This individual's performance is based in large part on the ability to lead the management team as demonstrated by overall performance, cohesiveness and the effective integration of multiple work products into the performance schedule.

Job Description: Project Manager (Continued)

g. The Program Manager shall exercise direct control of the contractor staff and ensure close coordination between government and contractor staffs to optimize performance and cross functional planning efforts; coordinate response and recovery strategies, measurement and reporting; and, minimize cost expenditures. The Program Manager shall be responsible for the quality and content of all deliverables, reports, and recommendations.

2. Minimum/General Experience:

   a. Fifteen (15) years of progressively more responsible experience in managing major projects, including at least eight (8) years of experience managing projects with more than twenty (20) staff, and multiple subcontractors and consultants.

   b. Minimum of ten (10) years' experience in the field of emergency management preparedness with particular expertise in disaster operations planning.

   c. Demonstrated ability to manage numerous complex and time critical support activities simultaneously.

3. Minimum/General Experience:

   a. Master's degree in business or management related field.

   b. Master's degree in another field or other graduate degree (e.g., J.D. or Ph.D.) with substantial credits in management-related areas are also acceptable.

Job Description: Project Manager (Continued)

c. A Bachelor's degree plus three (3) years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

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FEMA Task Order 15: The Exercise Unit (TED-EX) Support
KEY PERSONNEL
Job Description: Graphics Specialist

1. Duties and Responsibilities:

    a. Provides graphics support for the development of contract reports and deliverables, brochures, and other commercial art, products on behalf of the customer.

    b. Prepares graphics support for meetings and conferences including overhead slides, workbook illustrations, etc.

2. Minimum/General Experience:

    a. Five (5) years of experience designing, formatting, and producing artwork for inclusion in publications, reports, or other projects.

    b. Requires knowledge of the client's publishing environment and style standards.

    c. For materials produced for government publication, also requires working knowledge of the Government Printing Office's printing regulations and processes for submission of camera ready art in electronic formats.

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Job Description: Graphics Specialist (Continued)

3. Minimum Education:

    a. Advanced training in vocational school, technical institute, or art institute above the high school level in illustrative design, commercial art or related fields.

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FEMA Task Order 15: The Exercise Unit (TED-EX) Support
KEY PERSONNEL
Job Description: Subject Matter Expert

Operational leadership experience. Operations Branch experience a plus. Ability to mentor, coach, facilitate after action reviews a discriminator.

1. Duties and Responsibilities:

    a. Subject Matter Experts (SME) are responsible for providing extensive knowledge in a specific field which the core planning team does not maintain on a full time basis (e.g., IND, CBRNE, transportation, communications, logistics, HAZMAT, energy, security, recovery, evacuations, Air Operations, infrastructure, engineering, medical systems, fire, search and rescue, natural resources, energy, public safety/security, recover, and external affairs).

    b. The SME would be called upon to provide planning knowledge in a specific area and assist in facilitating solutions to identified issues.

    c. Facilitation can come in the form of applying firsthand knowledge in the identified area or utilizing contacts in that area to generate fact finding sessions.

    d. Specific responsibilities of the SME would vary by task and be identified by the Project Manager.

Job Description: Subject Matter Expert (Continued)

2. Minimum/General Experience:

    a. Each subject matter expert shall have a minimum of fifteen (15) years' experience in their specific area of expertise.

3. Minimum Education:

    b. Bachelor's degree in specific area of expertise.

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FEMA Task Order 15: The Exercise Unit (TED-EX) Support
KEY PERSONNEL
Job Description: Planning Specialist

Experience in exercise design, development and execution. Homeland Security Exercise and Evaluation Program (HSEEP) knowledge/certification.

1. Duties and Responsibilities:

    a. The Planning Specialist is responsible for the close coordination between their respective staffs and stakeholders to optimize performance and cross-functional expertise; coordinate performance, measurement and reporting; and, minimize cost expenditures.

    b. The individuals shall have a sound understanding of the six step planning process, emergency management preparedness programs and principles.

    c. Planning Specialists will be responsible for project management ensuring the quality of all deliverables and products. Planning Specialist will support project management/task manager teams with ongoing projects as well as new projects.

    d. Establish and maintain relevant project schedules.

    e. Collect and analyze weekly and monthly progress reports for CONPLANS/OPLANS.

    f. Participate in maintaining and updating project registers in relation to critical activities and potential delay.

Job Description: Planning Specialist (Continued)

g. Monitor and identify any threats to the progress of the Contracts and assist project managers in formulating effective and timely remedial action.

2. Minimum/General Experience:

   a. The Planning Specialist will have approximately 5-7 years' experience working on planning related projects.

3. Minimum Education:

   a. BS/BA in Business, Management, Finance or related field.

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FEMA Task Order 15: The Exercise Unit (TED-EX) Support
KEY PERSONNEL
Job Description: Mid-Level Planner

Emergency Management experience; operations skill sets; exercise experience.

1. Duties and Responsibilities:

    a. The Mid-Level Planner is responsible for the close coordination between their respective staffs and stakeholders to optimize performance and cross-functional expertise.

    b. Coordinate performance, measurement and reporting as related to planning exercises.

    c. The incumbents shall have a sound understanding of the five step planning process, emergency management exercise programs and principles.

    d. Mid-Level Planners will be responsible for project management ensuring the quality of all deliverables and products.

    e. Mid-Level Planners will support project management and task management teams with ongoing projects as well as new projects.

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Job Description: Mid-Level Planner (Continued)

2. Minimum/General Experience:

    a. Four (4) years of emergency management experience. A Master's degree can be substituted for two (2) years of experience if in an appropriate field.

3. Minimum Education:

    a. Bachelor's degree in specific area of expertise.