



# Lord and Tucker Management Consultants, LLC

## Capability Statement

Lord and Tucker Management Consultants, LLC (LTMC) is a certified SBA 8(a), Woman-owned Economically Disadvantaged Small Business (EDWOSB) and Minority Business Enterprise (MBE) consulting firm specializing in government, education, professional development, and nonprofit program, grants and financial management, with significant experience and industry knowledge in life cycle acquisition support including providing acquisition perspective in developing project governance documents, coordinating source selection panels and reviews, developing requirement packages, conducting cradle to grave support as well as review and compliance services, in addition to other management advisory services.



Event Planning and Moderation	Training and Professional Development	Program Administration	Contract and Grants Administration	Data Analytics and Application Services
Customized Event Agenda	Instructional Design	Organization Analysis and Evaluation	Lifecycle Acquisition Support	Data Warehousing
Venue Identification	Multimedia Production	Establish and Document SOPs	Cost and Price Estimating	Data Analytics and Integration
Functional Day-Of Processes	Section 508 Implementation	Internal and External Communications	SOWs, Schedules, Deliverables	Big Data Implementation
Participant Assistance, Management, Introductions	Technical Writing for User, Learner, and Instructor	Full Cycle Planning: Meetings, Roundtables, Presentations, Discussions	Grantee and Grantor Full Cycle Management	Econometric Analyses of Big Data
Development of 508 Cohesive Materials	Online Training System Maintenance	Webinar Logistics and Hosting	University Research Contracts and Grants Administration	Evaluation and Econometric Research
Specialists and Speaker Acquisition	Training Evaluation	Data Visualizations	Grant Proposal Review and Scoring	Survey Research Methodology
Audio and Visual Technological Management	Learner Evaluation and Satisfaction	General Administrative Support	Performance and Oversight	Agile Transformation/ Implementation
Participant Satisfaction Social Media Analytics	Technical Skills Training	Performance Analysis and Evaluation	Federal, State, Local Entity Coordination	Application Development, Integration, Modernization

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<b>NAICS CODES</b>	541720 Research & Development in the Social Sciences & Humanities	541511 Custom Computer Programming Services
	518210 Data Processing, Hosting, & Related Services	541330 Engineering Services
	541990 All Other Professional, Scientific, & Technical Services	541512 Computer Systems Design Services
541513 Computer Facilities Management Services	541519 Other Computer Related Services	
611430 Professional & Management Development Training	561110 Office Administrative Services	
541611 Administrative Management & General Management Consulting Services	561410 Document Preparation Services	

***LTMC prides itself on assessing the client's needs to create customized project outcomes and deliverables***

**Program Acquisition Support** - Project Market Research Strategy and Assessment Support, Market Research, Acquisition Planning, Policy and Strategy Development, Acquisition Strategy Development related to Capital Asset Planning, Statement of Work/Performance Work Statement (PWS), Independent Cost Estimate, Request for Proposal/ Request for Information Development and Support, Evaluation Criteria Materials/Support.

**Full Cycle Contract Administration – Procurement / Acquisition / Grant Management Reviews, Purchase Card Program Audits and Administration, Contract Administration,** Contract/ Project Management, Performance Monitoring, Deliverable Management, Subcontract/ Purchase Order/ Task Order Development, and Contract Closeout.

**Administrative and Business Analysis** – Program Administrative and Budget Management, and Salesforce Maintenance, Meeting Logistics, Update and Maintain Internal Recording Keeping Databases and Budget Spreadsheets, Draft and Finalize Reports, Newsletters, and General Correspondence; and provide Travel support.

**Training and Professional Development** - Federal Procurement Series: Environmental and Simplified Acquisitions; Financial Analysis; Contracting Workforce, Professional Development, and Workforce Training.

**Program Planning and Development - Program Management Office Support** including **Congressional Affairs, Program Planning, Strategic Management,** Rapid Engineering and Change Management.

**Research, Evaluation and Policy Studies** – Apply Best in Class Methodologies, Generate creative Reports and Evaluation Design Solutions – Conduct in-depth policy studies and reviews.

***SELECTED CLIENT ENGAGEMENTS AND PAST PERFORMANCE***

**National Institutes of Health – 5 Year IDIO Acquisition Management Review contract. Acquisition Policy/ Program Evaluation. Innovative Advisory and Consulting Acquisition** support for the NIH HBCU Procurement Enterprise Initiative.

**National Science Foundation – Resource Management Group National Science Foundation (NSF) National Center for Science and Engineering Statistics (NCSES)** Staff compile, track, and analyze spreadsheets and reconciliation reports, prepare incoming/outgoing interagency agreements, and contracts to support NSF internal control systems, monitor un-liquidated open obligation reports, provide monthly and quarterly report on undelivered contract orders to the senior staff and the Deputy Division Director. Staff also assist with the development of contract requirements, statements of work, contract budget estimates and capital planning and tracking. **Math and Physics Directorate.** Executive Assistant Administrative support.

**Morgan State University, Large Universities, Non-Profits, and Local Government Entities – Administrative Support and Project Management** Staff provided senior leadership and Program Management support to the U.S. Small Business Administration Women's Business Center located at Morgan State University and provided a wide range of administrative and financial support to large universities research centers and government entities.

**Department of Health and Human Services (DHHS) Center for Medicare and Medicaid Services (CMS)** – Independent review of CMS Purchase Card Program and developing and implementing training program. Cradle to Grave support.

**DHHS Office of Acquisition (OA)** - Program Management Review oversight of procurement functions required across the HHS Operating and Staff Divisions. LTMC also supports the HHS Senior Procurement Executive and Office of Small Disadvantaged Business Utilization (OSDBU) with business and administrative support.

**DHHS Office of Inspector General and U.S. DOJ Office of Justice Programs** – Cradle to Grave Acquisition Support including Award/ Administer, and Close-Out services, products, and IT Enterprise wide, HW/SW contracts using negotiated contracts and GWACs.

