



Lord and Tucker Management Consultants, LLC

Developing People and Promoting Organizations

CAPABILITY STATEMENT

ABOUT US

Contact: **Dawn L. Tucker**
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 Certifications: **Federal 8(a)**
EDWOSB
MDMBE
 GSA Schedule: **47QRAA21D004F**
 8(a) STARS III: **47QTCB21D0087**
 Seaport Next **N00178-21-D-9426**
 Gen:
 UEI: **N1STD5RD3NS7**
 PSC Codes: **R499, R699, and U008**
 Cage Code: **45SD7**

CORE COMPETENCIES

Lord and Tucker Management Consultants, LLC (LTMC) provides programs and business operations subject matter expertise supporting your:

- ✓ Administration and Business Analysis Support, Project Management, Meetings Support, and Domestic Travel Support
- ✓ Budget Formulation, Pricing and Estimating including IGEs
- ✓ Training, Reports, Assessments, and Analysis
- ✓ Program and Contracts Offices Acquisitions Training and Staffing
- ✓ Compliance Checks, Quality Assurance, Reviews and Audit Support
- ✓ Life Cycle Acquisition Support through Contract Closeout
- ✓ Purchase Card Program Compliance Reviews Support
- ✓ Cooperative, Interagency, and MOU Agreement Development
- ✓ Public and Legislative Affairs Reporting/ FOIA Staffing Augmentation

SERVICE DIFFERENTIATOR

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

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.

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 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.

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 - Morgan State University Estuarine Research Center.

SELECTED CLIENT ENGAGEMENTS AND PAST PERFORMANCE

National Science Foundation - Administrative and Program Operations Group (APOG) 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.

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.

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

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.

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

NAICS

541199 - All Other Legal Services
541611 - Administrative Mgmt and General Mgmt Consulting Services
541612 - Human Resources Consulting Services
541613 - Marketing Consulting Services
541618 - Other Management Consulting Services
541990 - All Other Professional, Scientific and Technical Services
561110 - Office Administrative Services

561312 - Executive Search Services
561320 - Temporary Help Services
561410 - Document Preparation Services
561499 - All Other Business Support Services
561920 - Convention and Trade Show Organizers
611430 - Professional and Management Development
611710 - Education Support Services