



Program Management

BMS will apply over 40 years of experience and leadership with the Department of Defense and other Federal agencies to provide timely and effective solutions to a wide range of program management challenges, including: requirements analysis; program planning; competitive acquisition; contract management; contract administration; document management; integrated schedules; technical writing; systems engineering; facilities support; quality assurance; and life cycle management. No job is too large or small for us to assist you in meeting your needs.

Requirements Analysis – We assist in the mission needs analysis, preparing statements of work, contract data requirements lists, data item descriptions, and other forms of user and system requirements documents. Extensive research is conducted to fully understand and properly document the true requirements. A variety of methods are used as appropriate including gap analysis, iCCM solutions, operational assessments, commercial best practices, expert challenge, and operational trials.

Program Planning – A detailed program plan is prepared to serve a road map for success over time. Goals and milestones are established with a clear path for attainment. Roles and responsibilities are defined to ensure adequate resources and to preclude duplication of efforts. Integrated program schedules are developed, updated, and maintained to reflect changes with risk areas and mitigating strategies identified.

Competitive Acquisition – Request for Proposals and other solicitation documents are prepared in accordance with Federal Acquisition Regulations and agency directives. We provide support for A-76 studies and procurements, as well as, prepare justification for non-competitive procurement where warranted. Source selection and awards processes and procedures are used to meet operational time lines and budget constraints.

Contract Management – After award, management and execution of federal contracts require unique and in-depth expertise. Our experts are ready to make a difference, whether it is your most complex or your simplest of contracts. We help create and execute win/win strategies for the government/industry team. Our experience has proven that effective communications and accountability are invaluable keys to successful contract management.

Contract Administration – Preparing timely and accurate contract modifications and changes, monitoring performance, maintaining contract files, processing invoices, coordinating security requirements are all problems waiting to be solved. We do this very well. We understand the service contract act and other federal directives and guidelines. Contract closeout is part of this effort and must be well planned and accomplished in a timely manner.

Document Management – We provide cradle to grave contract document management including: files maintenance; reproduction and distribution; scanning; electronic archiving and retrieval; safeguarding and storage. We also handle disposal of your files.

Systems Engineering – Our technical staff is ready to assist using the latest in information technology, processes and techniques to explore and implement innovative solutions for your requirements. Our team of engineers will listen and speak your language to clearly understand the task at hand and find cost effective and executable means to get the job done and on time.



A Company of Producers

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