Hive Group Capability Statement

Hive Group, LLC

SDVOSB
Service Disabled Veteran Owned Small Business

SBA
U.S. Small Business Administration
HUBZONE CERTIFIED

HIVE Group Leadership

KATHLEEN SOBER, CPCM

Seasoned Executive with over 20 years of experience delivering program and contract management solutions in the government contracting community. Led multi-million dollar professional services projects for Fortune 500 companies and successfully built multiple small businesses into large businesses. Brings a passion for employee growth and reputation for delivery excellence.

WILL FORTIER, ITIL, PMP, CSM

Experienced Leader. Served 10 years in the US Army including assignments with the 82nd Airborne Artillery and the White House Communications Agency. Over the past 15 years Will has been delivering PMO, Finance, Strategy, and Acquisition solutions to DoD, Intel, and Civilian government clients as a consultant. Brings a passion for solutioning and building effective teams to support client missions.

COMPANY OVERVIEW

Hive Group was founded in 2018 specializing in **acquisition**, **program**, and **financial management** including **Systems Engineering and Technical Assistance (SETA)**. Focus on program management that maximizes value throughout the lifecycle. Provide governance and oversight while not losing focus on outcomes of mission success. Enabling success of client missions through creative acquisition solutions. Reduce lead times, reduce risk, and increase effectiveness.

SMALL BUSINESS

- Excellent delivery capabilities with trusted large business relationships
- Service Disabled Veteran Owned Small Business (**SDVOSB**)
- Historically Underutilized Business Zone (**HUBZone**)
- SBA Protégé of **Avantus**
- **ISO 9001:2015** certified Quality Management System
- GSA Professional Services Schedule 47QRAA21D000W

LOCATIONS AND FACILITIES

- HQ located in Ashburn, VA
- Satellite office in McLean, VA
- Principal Office in McHenry, MD
- Geographically distributed workforce (seven different states)
- TS Facility Clearance

NAICS CODES

- 541219 Other Accounting Services
- 541611 Administrative Management and General Management Consulting Services
- 541618 Other Management Consulting Services
- 541990 All Other Professional, Scientific, and Technical Services

CLIENTS

FEDERAL AGENCIES

- GSA FAS AAS FEDSIM & Regions

- DoD Naval Postgraduate School

- Defense Intelligence Agency (DIA)

- Department of Homeland Security (DHS), Cybersecurity & Infrastructure Security Agency (CISA)

COMMERCIAL CLIENTS

- Apex Leaders, LLC
- DCS
- Avantus
- ECS
- Guidehouse
- KPMG
- NCMA Tysons
- Red Team Consulting
- ICF
- Desktop Metal
- Presideo

CORPORATE CAPABILITIES

Innovative professional consultants committed to driving results

ACQUISITION

Refine Requirements, Reduce lead times, reduce risk, administer contracts throughout life cycle, and increase effectiveness
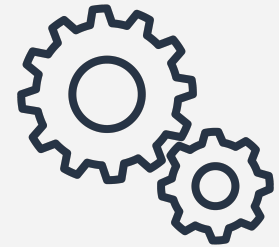
PROGRAM MANAGEMENT

Focuses on program management that maximizes value throughout the lifecycle. Create efficiencies to reduce COVID burnout

FINANCIAL MANAGEMENT

Plan, organize, control, and monitor financial resources to achieve goals

SETA

Provide engineering, operations, governance, and oversight while not losing focus on outcomes of mission success

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INDUSTRY LEADING EXPERIENCE - BUSINESS OPERATIONS SUPPORT

Program Management
Office Management & Operations Support
Data Analysis & Automation

- Category Management & strategic sourcing analysis and reporting
- Build more automation and analysis using data / dashboards
- Remove roadblocks & increase operational effectiveness
- Improving value proposition of fee for service activities
- Enable & support the core mission

Acquisition Governance & Quality Control

- Specialists performing organizational assessments
- Review project financials and documentation
- Use technical writing to improve artifact quality
- Reviews by PM and peer reviews
- Brown bag sessions and lessons learned
- Comprehensive templates and checklists
- Stay Audit Ready

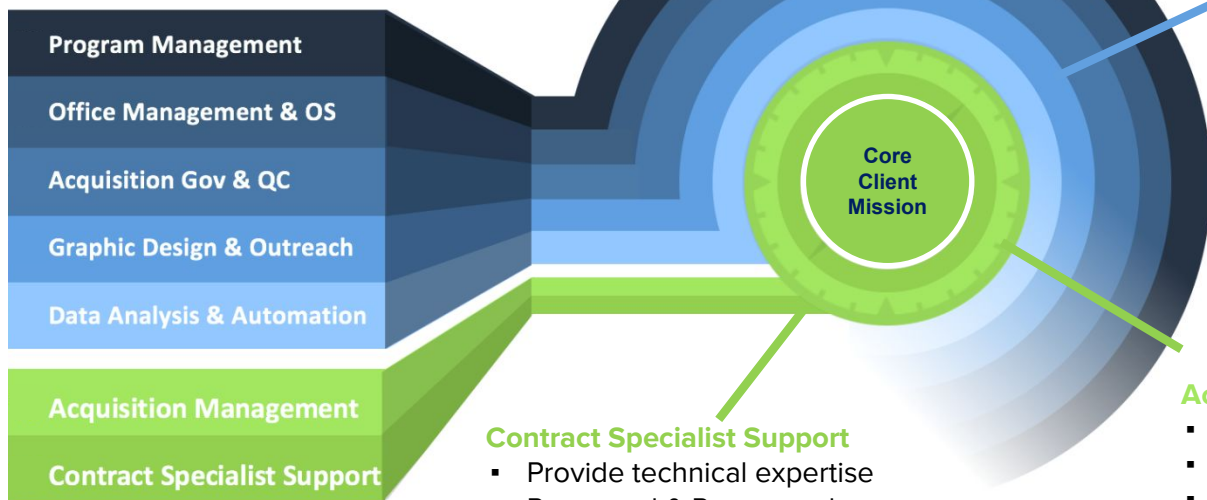**Graphic Design & Outreach (Training)**

- Educate internal and external stakeholders. Engage the workforce
- Provide marketing, pipeline, and reporting support
- Generate and track leads
- Job aids, case studies
- Standardize processes / continuously learn
- Thought leadership

Program Management

Office Management & OS

Acquisition Gov & QC

Graphic Design & Outreach

Data Analysis & Automation

Acquisition Management

Contract Specialist Support

Core Client Mission

Contract Specialist Support

- Provide technical expertise
- Pre-award & Post-award support
- Closeout support including cost plus
- Free 1102s up to focus on higher level tasks
- Contract file organization, deliverable management, vendor oversight, performance management
- Financial tracking and modification support

Acquisition Management / Cost Analysis

- Requirements Development
- Technical Evaluation Management Support
- Cost reasonableness data-intensive
- Augment with more technical SMEs (engineers, scientists, cyber specialists)
- Surge support

CORE ACQUISITION LIFECYCLE SUPPORT

Pre-Award	Post-Award		
Development	Contract	Invoices	Financials/Closeouts
- Needs Assessment - Requirements Identification & Development - IGCE - Pre-Solicitation - Funding Documents - D&F - Justifications - Market Research - Refine Requirements - SOW/PWS, AP, QASP - Solicitation - Contract Reviews - Compliances - Proposed actions documented - Source Selection - Evaluation Reports (TEP, TEB, ADD) - Award Documentation	- Modification Documents: Memos to Contracting, funding tables, SF30, Funding documents, D&F - Confirm funding complies with specifications and FY of funds - Justifications for ceiling increases, correct approval for ceiling realignment - Check cost/price items such as calculation of award fee - Validate CLIN structures and POPs: Severable/Non Severable - Verify deliverables are being received along with Government approval/rejection - Project funding burn and budgeting - Leverage data driven dashboards to make more informed management decisions	- Verify invoices comply with invoice section of the Task Order - Ensure invoices were paid using appropriate funding - Confirm invoice checklists are completed and filed - Are indirect rates applied appropriately - Audit invoice backup documentation - Validate travel/tool approvals - Assist with vendor oversight, tracking, and documentation management	- Ensure Financial Trackers are comprehensive and capture modifications and invoice payments - Ensure client funding has been accepted properly and traceability maintained - Review IAAs, distribution of funding and account balances from other organizations - Identify unused funding to utilize for fee or repurpose - Identify learning and training opportunities for future cases and process improvement

DISCOVER → DEFINE → DESIGN → DEVELOP → DEPLOY

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CASE STUDIES/CORPORATE EXPERIENCE

USDA RMA	▪ Reconciled and de-obligated over $1.5M expiring on RMA II; reprogramed funding to other requirements	**>$1,000,000** in repurposed billing
Pre-Award Efficiency	▪ Improved pre-award processes and overall package development resulting in increased approvals from review panels	**Increased Quality**
US Air Force AFAMS	▪ Assisted with identification, correction, and lessons learned from an ongoing 2% under-billing error	**$550,000** in corrected billing
HUD MRFI	▪ Researched over 100 lines of accounting to find expiring funds for fees and other purposes	**$220,000** in rescued funds
DFAS DMI2	▪ Assisted DOD/Navy Group with a large rate adjustment including 10+ reviews of a 100+ page invoice covering two fiscal years and two contract periods	**Accurate Billing, Client Trust**
FDIC ISC III	▪ Provided cost analyst support on a re-bid after a protest ▪ Quality of Cost Analysis cited by GAO resulted in the dismissal of a 2nd protest	**Reduced Protest Risk**
ODNI REACTS	▪ Provided lead acquisition advisory and source selection support ▪ Expanded pre-award capacity increasing financial health of the organization	**Shorter PALT, Increased Capacity**

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ACQUISITION EXPERIENCE

INNOVATION

- Other Transaction Authority (OTAs)
- Commercial Solutions Opening
- Small Business Innovation Research
- Oral/Video Evaluation
- Industry Council (stakeholder group)
- Brought in part-time SMEs in technical areas such as cyber and technology for procurement design

CONTRACT TYPES

- Cost Plus, T&M, FFP
- Commodities
- Multi-Tenant

OUTREACH & MARKETING

- Build trust with mission offices
- Facilitate & lead Industry Forums
- One on One Sessions, Industry Days, Reverse Industry Days, Market Assessment Discussions
- Non-traditional contractors

VEHICLE CREATION

- ASTRO IDIQ (ISR)
- CDM BPA (Cyber)

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DELIVERED CLIENT SERVICES

Web Design and Content Management

Acquisition Innovations

CSO & SBIR

Technology Platforms for Evaluations

Stakeholder outreach through establishing and facilitating industry council

Led billion-dollar multi-tenant acquisitions

Managing client portfolio valued at $14B

Contract vehicle strategy/creation

Human Capital/Enriched Culture

Pre- and Post-award acquisition and contract specialist support

Quality and Technical Writing support across full life cycle

Acquisition Planning, Solicitation, Pre-Award

ECF Review, Deliverable Review, Financial Review

Data-driven decision support through performance analytics

Leveraging tools like Tableau

Training acquisition workforce

Commercial and government clients

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