

**UNITYTEC CORPORATE INFORMATION**

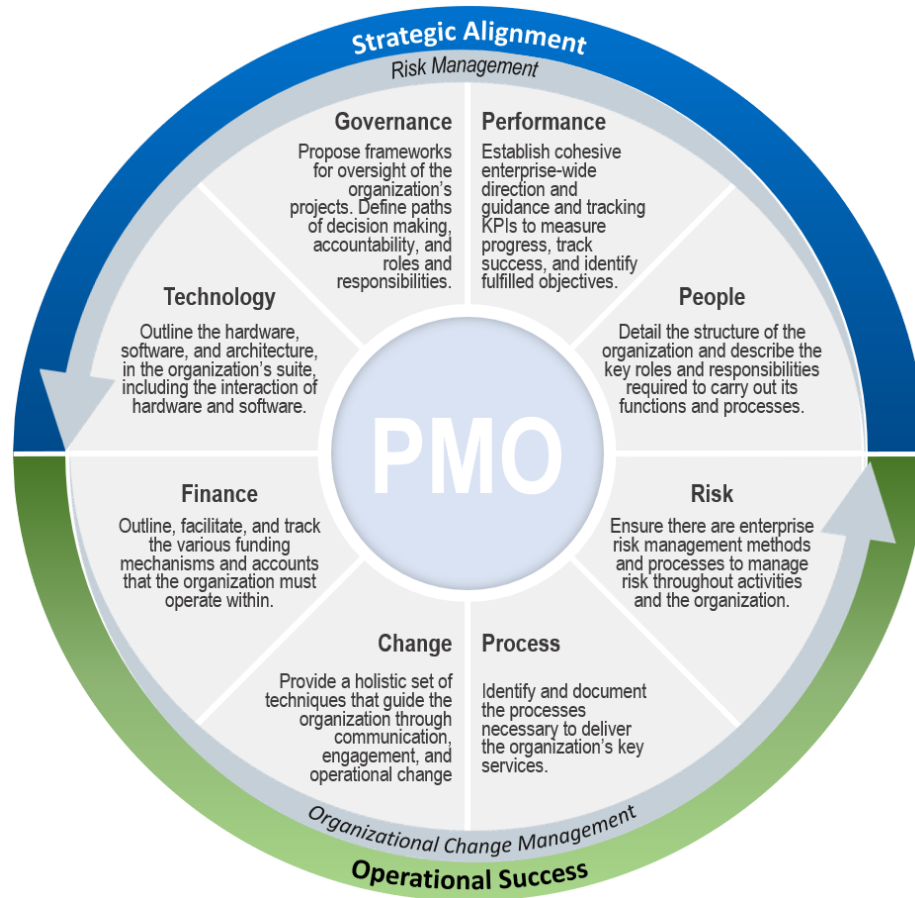
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<b>Facility Clearance Level</b>	Secret
<b>DUNS Number</b>	796980378   Overall Rating: Good
<b>CAGE Code</b>	4QU93
<b>Company Structure</b>	C Corporation
<b>SAM Registered</b>	Yes
<b>Business Size</b>	Small Business Supported by an SBA-Approved All Small Mentor Protégé Program Large Business Mentor
<b>Economic Status</b>	Economically Disadvantaged Woman-Owned Small Business (EDWOSB)
<b>Possible NAICS Codes</b>	541611, 541219
<b>Past Performance</b>	Average CPARS of “Exceptional” since 2014   D&B Open Rating score is 96%.
<b>Certifications</b>	ISO 9001:2015; ISO 140001:2015; Lean Six Sigma; Project Management
<b>Contract Vehicles</b>	SeaPort Contract #N00178-21-D-9432

**CAPABILITIES STATEMENT**

Unity Technologies Corporation has a successful history of applying the services and approaches within our Program Management Office (PMO) operating model (Exhibit 1) to Federal Government Agencies and the Department of Defense (DoD). Our understanding and experience with the Data Management Body of Knowledge (DMBOK) and PMO operating model with DMBOK allows our team to effectively support our customers and address business challenges.

**1 Project Management**

Our PMO operating model has distinctive attributes (depicted in **Exhibit 1**) that will enable agencies and our team to understand the current state of data governance policies, standards, and processes. We provide oversight techniques and tools to continually improve its management of data and analytics. UnityTec’s support includes visualizations that provide better insights into ongoing needs throughout the strategic and operational lifecycle of agency programs and its business segments.



**Exhibit 1: UnityTec's PMO operating model provides structure and standardization.**

Our PMO operating model includes process standardization that can support simultaneous governance and analytics initiatives. This benefits the organization through consistent performance management, processes, procedures, and execution - thereby reducing risk, cost, and modifications.

### 1.1. PMO Governance Attributes

UnityTec's PMO can provide leadership with programmatic and decision support to conduct and manage its portfolio of capital investments, systems, services, and strategic acquisitions (e.g., comprehensive investment summaries for decision-making purposes). We understand and anticipate that executive leadership will be executing rigorous portfolio management to positively impact investment decision-making.

#	ATTRIBUTE	RATIONALE	BENEFIT TO AGENCY
1	UnityTec PMO provides decision support for agency Leadership including initial and ongoing vetting for projects and investments.	Sufficient decision support will be needed within organization (e.g., comprehensive investment summaries for decision-making purposes).	Pre-vetting and reviewing proposed projects and investments will improve the quality of agency proposals to fund projects and reduce the frequency of management evaluating poorly prepared investment opportunities. It also keeps projects in line with the Systems Engineering Life Cycle (SELC), Capital Planning and Investment Control (CPIC), and Federal Information Technology Acquisition Reform Act (FITARA).

#	ATTRIBUTE	RATIONALE	BENEFIT TO AGENCY
2	UnityTec PMO supports the review of existing governance boards and suggests the formation of new committees to promote improved governance within organization.	Governance boards require rigorous portfolio management and should be enforcing accountability throughout the organization.	Evaluating the effectiveness of existing governance boards allows agency to course-correct and make improvements. These improvements could include new governance boards or filling any existing organizational voids.

## 1.2. Strategy and Key Performance Metrics Attributes

The UnityTec PMO can assume the role of a Portfolio Coordinator for initiatives across all the business segments, conducting regular, executive-level briefings of the portfolio's performance against agency established benchmarks. This will also facilitate the updating and dissemination of strategic plans.

#	ATTRIBUTE	RATIONALE	BENEFIT TO AGENCY
1	UnityTec PMO assumes the role of agency's Portfolio Coordinator.	The organization would benefit from a Portfolio Coordinator with an enterprise-wide view and focused view of investments and projects.	Having a UnityTec PMO serve as the Portfolio Coordinator will allow it to keep agency leadership informed of projects and investments. This will lead to increased awareness of the agency's portfolio and improve decision-making.
2	UnityTec PMO facilitates Quarterly Project Reviews (QPRs) to promote executive review of the performance of projects or investments against established benchmarks.	QPRs can be labor-intensive and sometimes do not drive the value desired across an organization.	As the organization's Portfolio Coordinator, facilitating regular and comprehensive QPRs will lead to increased awareness of the agency portfolio, improving decision-making.
3	UnityTec PMO supports and/or facilitates the regular updating and dissemination of Strategic Planning.	Maintenance and management of Strategic Planning devoted to the agency and ensuring its alliance with the agency's vision is beneficial.	Finalizing and regularly updating the Strategic Plan will provide agencies with its strategic direction for existing and future investments.

## 1.3. People and Organization

UnityTec's PMO core competencies include the ability to convene, facilitate, and sustain key stakeholder groups and Integrated Product Teams (IPTs) for targeted projects, leveraging leading practices and recommending supporting staff to enable the success of each project.

#	ATTRIBUTE	RATIONALE	BENEFIT TO AGENCY
1	UnityTec PMO's project management professionals and domain experts could support the leadership targeted projects (as designated by agency leadership).	Agency program and project managers may currently be overburdened and cannot devote the requisite time to managing sometimes multiple projects simultaneously.	Dedicating project management professionals and domain experts to targeted projects will provide additional bandwidth for the projects with the necessary PM rigor and attention while attempting to appropriately rebalance workloads.
2	UnityTec PMO can advise on appropriate support staff, Subject Matter Experts (SMEs), and advisors for	Effective deployment of resources across projects will be consistently needed.	Empowering the UnityTec PMO to recommend staffing assignments will position each project or investment opportunity for success.



#	ATTRIBUTE	RATIONALE	BENEFIT TO AGENCY
	each prospective project and investment.		

#### 1.4. Risk Management Attributes

UnityTec PMO will focus attention on risk management, establishing risk management processes and regular opportunities to discuss, plan for, and mitigate risks. We leverage our ISO 9001:2015 certified risk management approach to establish multiple levels of risk mitigation. We will establish a risk register to identify risks and thoroughly plan proactive mitigation measures.

#	ATTRIBUTE	RATIONALE	BENEFIT TO AGENCY
1	UnityTec PMO enhances and formalizes risk management practices within the organization.	Risk management practices will require consistency and effective enforcement to meet its goals.	Establishing the foundational principles of risk management throughout the project, program, and portfolio levels and across business segments will foster a culture of risk awareness and action.

#### 1.5. Business Process Attributes

The UnityTec PMO can leverage and enhance existing tools, templates, and processes while creating and instituting those tools, templates, and processes that do not currently exist within business segments or across the enterprise. We can support the creation of a streamlined project intake process and support the delivery of project management deliverables that govern organizational and business segment projects.

#	ATTRIBUTE	RATIONALE	BENEFIT TO AGENCY
1	UnityTec PMO promotes the use of Project Management Body of Knowledge (PMBOK) leading practices, standardized tools, templates, and processes.	Agency's operating environment should enforce the provision of or the use of standardized tools, templates, and/or processes (e.g., SELC).	Advancing, promoting, and enhancing the use of standardized tools, templates, and processes will improve consistency across the organization. This will allow for more time and resources to be dedicated to the agency's mission.
2	UnityTec PMO enhances existing and provides new standardized tools, templates, and processes.		
3	UnityTec PMO provides tactical meeting support for governance boards (e.g., comprehensive meeting minutes and/or action item distribution).	Agency's governance boards could leverage UnityTec for tactical meeting support thereby allowing more time for Government resources to focus on other aspects of the agency's mission.	Providing tactical meeting support, such as documenting meeting minutes and distributing action items, will improve accountability within the organization. This will lead to improved performance.
4	UnityTec PMO provides a streamlined project intake mechanism process.	Agency would benefit from an effective project intake process that is communicated and accessible throughout the organization.	Streamlining the project intake process will standardize and simplify the proposal/change request process. Communicating and making the intake process widely available will improve collaboration and project success.



## 1.6. Organizational Change Management

Communication is a key attribute of an effective Organizational Change Management approach. Typically, we encourage the establishment of a dedicated agency PMO email address to facilitate communication of PMO messaging across the enterprise and organizing focus groups as feedback mechanisms for the organization. Enhanced communications will help the agency prepare, support, and help individuals and teams in making organizational change. We anticipate that we may encounter common change drivers such as technological evolution, process reviews, acquisitions, and organizational restructuring.

#	ATTRIBUTE	RATIONALE	BENEFIT TO AGENCY
1	UnityTec PMO facilitates communication throughout the organization leveraging a dedicated email address.	Effective communication is paramount to the organization's success.	The use of a dedicated email address for the UnityTec PMO will create a simple opportunity for communication throughout the activation and enhancement of the agency program.
2	UnityTec PMO communicates and facilitates the refocus on the use of standardized processes.	Agency will benefit from the use of standardized processes and communication across the organization.	Leveraging existing processes that the agency has already invested in will aid in the adoption and promote buy-in, leading to increased consistency.
3	UnityTec PMO facilitates focus groups to gather feedback regarding projects.	Methods of feedback gathering should be consistent to be effective.	The opportunity to invigorate feedback channels and formally document lessons learned from projects will improve and inform future projects.
4	UnityTec PMO serves as the PM (and Data Management) "Center of Excellence" within the organization.	An authoritative source of PM (and Data Management) leading practice will drive project consistency and success.	UnityTec PMO will empower agency business segments with the necessary tools, processes, and defined accountability to promote the success of program critical services.

## 1.7. Financial Management

UnityTec has a long history of supporting Federal Government organizations with Financial Management Support, such as Financial Improvement and Audit Readiness (FIAR) activities. We can draw upon this expertise so that the UnityTec PMO can support a bottom-up budgeting process to develop, plan, and support the implementation of approval processes for acquisitions and procurements. Our staff frequently manages, monitors, and reports out on fiscal year budgeting for the DoD with large primes such as EY. We can also support the identification of opportunities for IT portfolio/strategic investments to drive the evaluation and integration of new technologies, operational efficiencies, economies of scale, decreased cybersecurity risk, and program risk.

UnityTec provides extensive Financial Management (FM) support to government agency customers, including assistance with the Budget Estimate Submission (BES), the President's Budget (PB), the Program Objective Memorandum (POM), and the submission and execution of the Continuing Resolution Authority (CRA). We continuously support agencies by executing funds distribution from the customer, as well as executing funds distribution from agencies to the PMs/PDs. We provide additional support services in requests for reprogramming actions through the budget office, tracking Unfunded Requirements (UFRs) while maintaining funded reimbursable authority, and audit and Internal Control Program activities in relation to financial data. Our team is experienced in Support Earned Value Management (EVM) and can support Mid-Year and Execution Reviews, as well as requests for administrative funds and tracking their execution. In addition to analyzing and interpreting data that has been sourced from various systems including, but not limited to, GFEBS, Defense Finance and Accounting System (DFAS),





DPAS, DSS, EBS, and TMT, our team also generates financial reports and variance analyses and adjusts closed accounts for financial transactions, per regulation.

#	ATTRIBUTE	RATIONALE	BENEFIT TO AGENCY
1	UnityTec PMO supports agency with a bottom-up budgeting process.	Top-down budgeting often occurs thereby dictating specific business segment budgets or line items (e.g., “Common Services” procured separately or multiple times).	Bottom-up budgeting fosters the development of a culture of empowerment and collaboration within the organization, allowing for better long-term operational and strategic planning.
2	UnityTec PMO develops and supports the implementation of a process whereby all acquisitions and procurements must be approved by the agency (or delegate).	A formal process to approve acquisitions and projects may be needed for agency’s policies.	This approach provides a mechanism to identify joint acquisitions across business segments, quantify the impact of different funding streams, and generate a flow of information that will assist agencies in identifying opportunities for strategic enterprise investments to be leveraged across multiple projects and business segments.
3	UnityTec PMO identifies opportunities for strategic enterprise investments and supports collaborative investment decision-making across agency’s mission areas and business segments.	Mission areas or business segments tend to have separate funding streams, which leads to siloed acquisition environments, inconsistent capabilities, and service levels, and increased overall risk and cost to the agency.	Our approach fosters a shift away from the typical legacy view of owning a programmatic or project budget which authorizes an organization to independently make investments. It enables agencies to take and maintain ownership of common core / shared data governance and management services to support the mission and drive operational efficiency, enhanced cybersecurity, etc.

## 1.8. Technology and Architecture

The UnityTec PMO can support agency’s current and future Enterprise Architecture (EA) approaches and the need to enforce architectural standards across all business segments. The UnityTec PMO can establish and maintain a centralized site to house standardized tools, templates, and processes while optimizing intake mechanisms for projects / investments.

#	ATTRIBUTE	RATIONALE	BENEFIT TO AGENCY
1	UnityTec PMO aids in the development and maintenance of agency’s EA.	Agency’s EA should be current, consistent, and support the larger EA.	The UnityTec PMO can support a Government EA in developing, maintaining, and enforcing EA standards across the organization. This will enable the agency to invest in and manage projects consistently.
2	UnityTec PMO enforces agency’s EA standards and alignment of segment architecture to the larger EA.		
3	UnityTec PMO establishes and maintains a central repository of standardized tools, templates, and processes.	Agencies should have centralized repositories for tools, templates, and processes to maintain EA consistency.	By establishing and maintaining a central document repository, the UnityTec PMO will foster the use of standardized tools, templates, and processes across the organization. This will lead to increased consistency and overall organizational EA improvement.

## 2 Strategic Planning & Formulation

UnityTec will support the roll out of data governance framework. This section and **Exhibit 2** (below) describe our use of the DMBOK (2<sup>nd</sup> Edition) to drive data consistency and support the success of agency programs.



**Exhibit 2: UnityTec’s approach to data governance is driven by DMBOK (2<sup>nd</sup> Edition) to provide consistency and standardization.**

Our approach to utilizing DMBOK (2<sup>nd</sup> Edition) will address the following 11 data management knowledge areas.

#	KNOWLEDGE AREA	BENEFIT TO AGENCY
1	Data Governance	Provides planning, oversight, and control over management of data and the use of data and data-related resources.
2	Data Architecture	Provides an overall structure of data and data-related resources as an integral part of the enterprise architecture.
3	Data Modeling & Design	Analysis, design, building, testing, and maintenance of data.



#	KNOWLEDGE AREA	BENEFIT TO AGENCY
4	Data Storage & Operations	Structured physical data assets storage deployment and management.
5	Data Security	Ensures privacy, confidentiality, and appropriate access to Personally Identifiable Information (PII), Protected Health Information (PHI), and a person's private data as well as network security.
6	Data Integration & Interoperability	Provides processes for the acquisition, extraction, transformation, movement, delivery, replication, federation, virtualization, and operational support of data.
7	Documents & Content	Provides processes for storing, protecting, indexing, and enabling access to data found in unstructured sources (electronic files and physical records), and making this data available for integration and interoperability with structured (database) data.
8	Reference & Master Data	Manages shared data to reduce redundancy and ensure better data quality through standardized definition and use of data values.
9	Data Warehousing & Business Intelligence	Manages analytical data processing and enabling access to decision support data for reporting and analysis.
10	Metadata	Provides processes for collecting, categorizing, maintaining, integrating, controlling, managing, and delivering metadata.
11	Data Quality	Processes for defining, monitoring, maintaining data integrity, and improving data quality.

Our approach will leverage agile project and data management processes to develop and manage data scorecards. For each initiative, we will produce a current state analysis, a future state vision, and a roadmap to get to the future state. We use existing business process maps or develop them to find the source of problems so that data and business processes stay in sync. We combine business processes with data analysis techniques that include a drilldown to metadata because we understand they go hand in hand toward improving standardization and data accuracy. We introduce this approach to ensure the overall agency program is rationalized, efficient, and transparent to key stakeholders.

### 3 Knowledge Management (KM)

UnityTec understands that government agencies consider data, information, and knowledge as core assets in accomplishing the goals of the organization. Based on the importance the organization gives to knowledge, KM, and data sharing, agencies would benefit from a KM program commensurate with importance. The KM program must be closely coordinated and inclusive of IT managers, contractors, and other stakeholders. It must be phased and scalable across the organization and other departments, offices, and centers of the organization. A target state vision including mission, business and technical perspective, defined objectives, and key success factors must be defined and aligned with long-term enterprise strategies using effective tools, policies, processes, and procedures. To be an asset to the organization, KM must leverage current information and knowledge in the form of documents, digital libraries, videos, training, processes and procedures, capabilities, services, and knowledge workflows.





UnityTec understands KM, including creation and consumption of knowledge as a human-centric endeavor, and is divided into two main categories – tacit knowledge (knowledge in people’s head) and explicit knowledge (readily articulated, codified, stored, and accessed). Tacit knowledge is rich, powerful, and enables rapid decision-making abilities and problem solutions at expert levels, but it is localized to individuals and flows very slowly from people, organizations, and time. Explicit knowledge is more applicable and flows broadly, but is less powerful, more diluted, and is difficult to convert into tacit knowledge via training, experience, and/or practice.

In order to develop an effective KM solution, it is necessary to understand the dynamics between tacit and explicit knowledge and the factors that influence how knowledge is created, transmitted, transformed, and consumed. Knowledge results from a constructive process that includes culture (both individual and organizational culture), existing knowledge and experience, talent assets within the organization, and technology. A simple depiction of knowledge flow includes a knowledge producer and a knowledge consumer. The producer produces tacit knowledge which is then codified into explicit knowledge (paper or digital) and stored as information with a data context. The data is then transmitted through a physical medium and the consumer must go through the same process in reverse to convert data into tacit knowledge (data, information, explicit knowledge, tacit knowledge).

We propose an approach that considers the fundamental aspects necessary to a successful KM solution: people, culture, processes, procedures, and technology. We deliberately placed technology last to emphasize its role as an enabler. Many times, organizations approach KM from a technology first perspective, disregarding the underlining constructs that technology is supposed to enable, resulting on failed KM initiatives. We start with a comprehensive knowledge audit, then establish KM program objectives leveraging our understanding of the agency objectives. We then develop a phased approach to implementation by working with agency leadership to implement the KM roadmap. The approach will consider tacit-to-tacit knowledge exchange, explicit knowledge storage and distribution, and information and data sharing in the context of KM. We leverage existing and new technologies including but not limited to: content management, knowledge flow tools, data and information transformation tools, graphical knowledge representation tools, and knowledge distribution tools. Finally, we establish the necessary processes and procedures based on identified KPIs to measure the effectiveness of the KM program and monitor its performance for continuous improvement.



## Past Performance

Defense Logistics Agency (DLA) - Professional Support Services	
UnityTec's Role:	Prime
Brief Description	<p>UnityTec provides DLA Distribution Headquarters a broad Scope of Professional Support Services including:</p> <ul style="list-style-type: none"> <li>• Program and Portfolio Management</li> <li>• Industrial &amp; Enterprise System Modernization</li> <li>• Financial Improvement and Audit Readiness (FIAR) Audit Support</li> <li>• Financial Management</li> <li>• Business Process Engineering, Mapping, Standardization, and Improvement</li> <li>• Technology Insertion</li> <li>• Organizational Change Management</li> <li>• Business Case Analysis</li> <li>• Cost-Benefit and Risk Assessments</li> <li>• Enterprise Metrics Consolidation</li> <li>• High-Volume Data Analytics, Modeling, Cleansing, Normalization, Consolidation, and Reporting</li> <li>• Technical Writing</li> </ul>
Army Fires Center of Excellence - Knowledge Management Support Services	
UnityTec's Role:	Prime
Brief Description	<p>UnityTec supports the U.S. Army's TRADOC Fires Center of Excellence at Fort Sill with Knowledge Management Support Services to the FCoE Staff, Field Artillery School, Air Defense School, and Fires Warfighters.</p>
Army Joint Program Executive Office (JPEO) Armaments and Ammunition (A&A) - Staff Support Services	
UnityTec's Role:	Prime
Brief Description	<p>UnityTec assists the Army's Joint Program Executive Office for Armaments and Ammunitions (JPEO A&amp;A) in optimizing their ammunition enterprise at the Picatinny Arsenal in New Jersey. Support includes program management, product development, financial management, financial execution, acquisition, testing, product improvement, fielding, and lifecycle management programs.</p>
Marine Corps Logistics Command - Enterprise Logistics Systems Analyst Support	
UnityTec's Role:	Prime
Brief Description	<p>UnityTec provides the Marine Corps Logistics Command project management support and Enterprise Logistics System analysis support for key Information Technology (IT) projects. Business process analyses are also provided.</p>
Washington Army National Guard - Administrative Support Services	
UnityTec's Role:	Prime
Brief Description	<p>UnityTec supports the Washington Army National Guard with management, operation, and financial analytical services. Services include business and financial management, acquisition management, cost analysis, communications, training coordination, administrative support, and executive support/coordination.</p>