

Public Safety Communications Products, Services, and Solutions

*Narrative for
Project Managers*

*Formal Response to Competitive Solicitation No. 00318
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Submitted To:

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3. Project Manager (PM). Please disclose the name and employment history of each project manager within your company and include how they meet the requirements below. The PM shall be an employee of the proposer at the time of the response submission. The PM shall have a proven record of experience in projects of similar size and scope. The PM shall bear full responsibility to:

- Supervise and coordinate the installation, and deployment of the communications system.
- Develop and accept the Project Management Plan (PMP).
- Manage the execution of the project against that plan.
- Oversee the day-to-day project activities.

Project Manager Credentials and Experience

Codan has designate two Project Managers to directly support NASPO customer implementations under the contract. Our designated Project Manager is Heather Siddon, and our designated Alternate Project Manager is Rebecca Cleaver. Both are experienced project managers. Their credentials and experience are described below.

Project Manager Credentials and Experience

Heather Siddon, Project Manager	
Summary:	Heather brings over 15 years of experience in project management, vendor management, and program management in the technology industry. She joined the Engineering Team at Codan Communications in 2019 and where she managed several projects with hardware and software components. Currently, she is on the Customer Service and Support Team managing delivery of systems to Codan customers.
Education / Credentials:	• Certified Scrum Master – Scrum Alliance; Alluvial Consulting, Victoria BC, 2019 • Business Analysis Course – Continuing Education; Camosun College, Victoria BC, 2019 • Change Management Course – Continuing Studies; University of Victoria, Victoria BC, 2019 • Localization Project Management Certificate; University of Washington, Seattle, WA, 2004 • Master of Arts; University of Victoria, Victoria BC, 1996 • Bachelor of Science; University of Alberta, Edmonton, AB, 1990
Employment History:	
08/2020 – Current	Project Manager – Codan Service and Support Team Codan Communications; Victoria, BC
09/2019 – 08/2020	Project Manager - Engineering Team Codan Communications; Victoria, BC
12/2017 – 12/2018	Project Manager - Development Team Binary IO Solutions; Victoria, BC
08/2016 – 04/2017	Project Manager – Surface.com Team Contract at Microsoft; Redmond, WA
02/2014 – 03/2016	Project Manager – Office International Contract at Microsoft; Redmond, WA
07/2012 – 07/2013	Project Manager - Global Product Engineering

Heather Siddon, Project Manager	
	Contract at Microsoft; Redmond, WA
03/2011- 03/2012	Program Manager – Windows Phone International Contract at Microsoft; Redmond, WA
04/2010 – 06/2010	Content/Release Project Manager – MSD iX Team Contract at Microsoft; Redmond, WA
08/2009 – 11/2009	Project Manager- Xbox Platform Group Contract at Microsoft; Redmond, WA
06/2007 – 07/2009	Project/Vendor Manager – Windows International Contract at Microsoft; Redmond, WA
03/2006 - 03/2007	Project Manager – Windows International Contract at Microsoft; Redmond, WA

Alternate Project Manager Credentials and Experience

Rebecca Cleaver, Alternate Project Manager	
Summary:	Rebecca was born and raised in Monterrey, Mexico and immigrated into Canada at the age of 23 in pursuit of her MBA from the University of Victoria. Her first experience in the manufacturing sector was in a highly regulated environment, working initially as a Buyer/Planner and then promoted to Production Controller at a local medical device design house. In 2016, Rebecca began her career with Codan Communications as a Purchasing Coordinator. Since then, she served as a Project Coordinator with the Engineering team and currently works as a Project Manager.
Education / Credentials:	- Project Management Professional (PMP); Project Management Institute, 2020 - Master of Business Administration (MBA); University of Victoria, 2014 - BSc. in Industrial Engineering; ITESM Mexico, 2011 - Supply-Chain Management and Logistics Certificate; University of British Columbia, 2010
Employment History:	
01/2019 – Current	Project Manager – Supply Chain and Logistics Codan Communications; Victoria, BC
01/2018 – 12/2018	Project Coordinator - Engineering Team Codan Communications; Victoria, BC
11/2016 – 12/2017	Purchasing Coordinator - Manufacturing Codan Communications; Victoria, BC
12/2015 – 11/2016	Production Controller Starfish Medical; Toronto, ON
03/2014 – 12/2015	Buyer / Planner Starfish Medical; Toronto, ON

Project Manager Roles and Responsibilities

Codan ensures that all of our implementations are supported by an integrated management team with clear lines of responsibility, coordination and reporting to ensure the success of each project and system deployment. Coordination and project management activities begin with pre-sales

support and end with customer acceptance of the solution. Specific responsibilities of Codan's Project Managers are identified in Table 1, below.

Table 1: Codan Project Manager Roles and Responsibilities

POSITION	FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES
Project Manager	▪ Direct and coordinate all contract activities from purchase order to customer acceptance of the installed Codan system. ▪ Day-to-day project schedule management. ▪ Reviews all B.O.M, Designs and Configuration Inspections. ▪ Develops deployment schedule and ensures schedule adherence. ▪ Coordinates engineering support and timelines / requirements with the factory for timely delivery and accuracy of ordered component fulfillment. ▪ Development of all deployment and site / logistics plans. ▪ Determines support requirements and coordinates factory programming and encryption, as well as on-site technical resources and on-site installation and testing activities. ▪ Serves as Primary Point of Contact to NASPO customers on all matters related to system deployment and on-site implementation. Lines of Reporting: Reports directly to Codan Senior Management and Customer Designated Technical and Contract Administration Points of Contact.
Alternate Project Manager	▪ Supports all project management activities at the direction of the Project Manager. ▪ Acts in the capacity of the Project Manager during planned or unplanned absences (vacation/PTO and illness, etc.). Lines of Reporting: Reports directly to Codan Project Manager, and in her absence, to Codan Senior Management and Customer Designated Technical and Contract Administration Points of Contact.