

Title: Software asset & O365
license Project Mgr **Region:** District of Columbia

Req ID: 588786

Details**Requisition Details**

Req. Class: BSAV1 : 3-Senior **Region:** District of Columbia

Title: Software asset & O365
license Project Mgr

Req. Status: Open

No. of Openings: 1 **No. Filled:** 0

Start Date: 04/01/2019

**No New Submittals
After:** 03/18/2019

Worksite Address: OCTO - 200 I Street, SE; Wa

**Agency Interview
Type:** Either Webcam or In Person

**Advanced Technical
Screening
Required?:** No

**Existing Incumbent
Resource?:** No

Hours/Units per day: 8

Days per week: 5

Requisition Description

Engagement Type: Contract

Short Description: Software Asset Management (SAM) Specialist / Business Analyst - License Entitlement Manager. SAM Specialist role is to manage DC Government Software Environment and help customers understand and utilize software licenses and agreements and O365 licenses.

Complete Description: SAM Specialist role is to manage DC Government Software Environment and help customers understand and utilize software licenses and agreements. The SAM Specialist will utilize Microsoft best practice, procedures and tools to track and control all software purchases and installations and manage associated software compliance from legal and financial risks. Mainly responsible maintaining Microsoft software license agreements, O365 License entitlement, Software Assurance Benefits and compliance based on software license right-to-use (RTU) and cloud based software as a service • Analyses purchase records and other entitlement information (including contracts, EULAs, EAs, O365 subscription, Azure subscription, etc.) using MVL and O365 portals. • Organize and analyze purchase information to establish an accurate and complete summary of license entitlements. • The Analyst will engage Vendor Manager, Product Managers (Owners), Application Managers and Engineers to help collect, organize, and manage their licensed software assets. • The Analyst also guides the normalization, management and summarization of customer purchase information to assure complete and accurate analysis of the information. • The Analyst will assist (and often lead) the process of defining the entitlement and inventory scope to assure entitlement and inventory information are properly aligned and consistent. • The Analyst will lead the reconciliation, analysis, and presentation of Final License Position Report Out. • The Analyst will be expected to understand all aspects of the software life-cycle – from licensing to purchasing to deployment to decommissioning. He/she will be involved with most major Publishers and manage projects for every size and type • MUST have experience in managing Microsoft Enterprise Contracts, Microsoft Volume

License Management portal and Microsoft subscription based products such as O365 and Azure. • MUST possess in-depth knowledge of Microsoft licensing structure. • MUST have experience in Enterprise Project Management. • Understands Product Use Rights, license allowances, and contractual entitlements for software products and manufacturers. • In depth knowledge of Microsoft licensing structure with emphasis on subscription model O365 and cloud products. • Create and update software counters for software titles and licenses and participate in Microsoft SAM engagement and true-up. • Provide expertise in ensuring that software license contracts and agreements, software licenses and software installations and associated linkages are reflected correctly in the ITAM / Software Asset Management platform repository. • Provide expertise to ensure that software license records are linked to the correct hardware device. • Support analysis of new or modified software agreement and maintenance contracts and identifies impact to software counters. • Provides monthly and quarterly software license compliance status reports to OCTO management and Agency CIO's. Also process all the software related requests (new requests, changes, upgrades, etc.) from all the DC agencies. • Provide expertise in ensuring that software license contracts and agreements, software licenses and software installations and associated linkages are reflected correctly in the ITAM / Software Asset Management platform repository. • Review software compliance measures based on existing licensing agreements. • Work with Software vendors to renew and true up existing licensing contracts

----- CONTRACT JOB DESCRIPTION

Responsibilities: 1. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. 2. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. 3. Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment. Minimum Education/Certification Requirements : Bachelor's degree in Information Technology or related field or equivalent experience

CONTRACT LABOR CATEGORY-----

----- Complete Description Responsibilities: 1. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. 2. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. 3. Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment. Minimum Education/Certification Requirements : Bachelor's degree in Information Technology or related field or equivalent experience; or a current Project Management Professional (PMP) Certification

Work Location: OCTO - 200 I Street, SE
Washington DC 20003

Cost Center:

OCTO - Office of the Chief
Technology Officer

Project:

Required/Desired Skills

Required /Desired

Skill	Required /Desired	Amount	of Experience
Bachelor's degree in the field of information technology or related and minimum of 15 years of relevant experience.	Required		
In-depth knowledge of Microsoft licensing structure	Required	5	Years
Strong knowledge and work experience with software asset life cycle management processes: planning, acquisition, deployment, monitoring and retirement	Required	8	Years
Knowledge and experience with software asset management, O365 licensing portal, MVL portal	Required	5	Years
Experience interpreting software licensing terms and conditions.	Required	4	Years
Experience administrating Microsoft Enterprise Contract and subscription based services	Required	4	Years
Strong knowledge of software publisher's licensing models, software deployment and use rights.	Required	4	Years
Experience interpreting software licensing terms and conditions.	Required	4	Years
Experience with Microsoft SAM engagement and true-up process	Required	4	Years
Experience in managed software environment and O365 subscription license entitlement (e.g. Cloud computing)	Required	4	Years
Project management. Leverage technical, business and financial acumen to communicate effectively with client executives.	Required	4	Years

11-15 yrs BA experience	Required	11	Years
11-15 yrs Software Development Lifecycle experience	Desired	11	Years
11-15 yrs requirements gathering and documentation	Desired	11	Years
11-15 yrs MS Office/PowerPoint experience	Desired	11	Years
Experience with various server based licensing models: Unlimited License Agreements (ULA), Per Server, Per Processor, Per Core, Per User & Per Device	Required	4	Years

Questions

	Description
Question 1	Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list candidate's email address that will be used when submitting E-RTR.