

## Contract Management & Administration Experience

Written by Administrator

Wednesday, 11 November 2009 15:01 - Last Updated Wednesday, 11 November 2009 15:09

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- Collaborated in post-acquisition integration teams executing the merger of two Government contractors, including assessing business processes and controls, calculating post-merger indirect cost rates, planning contract novations, and developing systems, policies, and procedures
- Led a purchasing group responsible for procurement of goods and services charged directly to Federal contracts, in compliance with FAR and contract requirements.
- Responsible for maintenance of DCMA-reviewed Purchasing System (including internal audits of purchasing actions and external oversight support). Successfully led development of integrated purchasing/property management system that was still being used nearly a decade later.
- Assisted DARPA/Air Force 1st tier subcontractor with preparation of a multi-million dollar Termination for Convenience settlement proposal, including settlement with suppliers and analysis of \$2 million in capital expenditures; also recommended strategy for handling multi-million dollar "investment" (planned contract loss) as well as unplanned contract loss that resulted in significantly more recovery of costs than management had forecasted.
- For a bio-pharmaceutical developer (Project BioShield), led the effort to support Termination for Convenience settlement proposal, including reviewing subcontractor claims in an adversarial litigation environment.
- Assessed contract administration (sell-side) and contract management (buy-side) business processes, to mitigate SOX material weakness and enhance internal controls, for a multi-billion dollar global automotive parts manufacturer.
- Developed a Procurement Manual for a Federal Systems division of a multi-billion dollar telecommunications entity in preparation for external audit (Contractor Purchasing System Review). Also provided advice and assistance regarding socio-economic programs and corporate strategic alliances. Provided training to employees regarding requirements of newly developed policies and procedures.
- Assessed contract administration processes and controls for a multi-billion dollar service provider, including recommending process improvements related to proposal preparation, records management/retention, accounting for vendor volume discounts, compliance with contract terms and conditions, and calculation of indirect cost rates for annual submission to Federal Government.
- For a bio-pharmaceutical manufacturer (supporting Project BioShield for the Centers of Disease Control and Prevention), led a project to support transition from Fixed-Price to Cost-Reimbursable contracting, including assessment of business practices, development of indirect cost structure and calculation of indirect cost rates, preparation of cost proposals and pricing of equitable adjustments in compliance with TINA and FAR requirements, and generation of policies and procedures to aid in contract compliance (Estimating, Purchasing, Socioeconomic Reporting, Billing).
- For a fully CAS-covered global Engineering & IT Services provider, led the process to create a separate International Segment with unique practices to support work in Southwest Asia and elsewhere; effort included development of policies and procedures, submission of CASB Disclosure Statements, and preparation of cost impact analysis/proposal.
- Under direction of external counsel, led the investigation into Government contract cost accounting practices and business controls of a \$150 million Navy equipment manufacturer, including review of alleged TINA violations and indirect rate calculation errors.

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- Co-author, "Accounting, Cost and Pricing Issues in Strategic Alliances and Teaming" (Strategic Alliances and Teaming: Winning Combinations for the Next Century, American Bar Association, Section of Public Contract Law, 2000)
- Author, "An Update on Performance-Based Payments" (Contract Management, May 2006)
- Author, "Performance-Based Payments: FASA's Step-Child Grows Up" (Contract Management Dec. 2005)
- Author, "Recent Changes to FAR and CAS Affecting Government Contract Costs" (Contract Management August 2005)
- Author, "Recent Changes to FAR and CAS: Affects on Government Contract Cost Accounting" (Contract Management, May 2004)
- Co-Author, "Renewed Focus on Earned Value Management" (Thomson-West 2007 Government Contracts Year-in-Review Conference)
- Author, "Program Performance Measurement" (PwC). Published on "Where in Federal Contracting" website ([www.wifcon.com](http://www.wifcon.com)).
- Author, "Preparing for Recovery Audits" (Contract Management, Oct. 2003)
- Principal instructor and course coordinator, "Government Contract Accounting," Federal Publication Seminars, 1999 - 2004
- Instructor, "Overview of the FAR," University of California, Los Angeles (Extension)
- Presentation to NCMA/AGA San Diego Chapters, 2008, "Risk Management for T&M Contract Types: Addressing Regulatory and Subcontractor Issues"
- Presentation to NCMA San Fernando Valley Chapter, 2008, "How Acquisition Professionals Can Help (or Hurt) the Program"
- Presentation at 2007 NCMA Aerospace/Defense Conference "Subcontractor Management: Your Achilles' Heel"
- Presentation at NCMA 2005 World Congress, "Performance-Based Payments: FASA's Step-child Grows Up"
- Provided expert testimony on Government cost accounting, contract administration and source evaluation issues, Orange County (California) Superior Court. (Wireless Facilities, Inc. & WFI Government Services, Inc. (WFI) v. Celeris Systems, Inc.)
- Led outsourced internal audit teams at several aerospace & defense entities. Led team evaluating compliance and business practice compliance at the Federal business unit of a multi-billion dollar publicly traded entity. The resulting report, performed under privilege, identified several internal control gaps that exposed the entity to allegations of violation of the Trade Agreements Act and other statutory/regulatory requirements associated with its General Services Administration Multiple Award Contract. Briefed the final report to General Counsel and the Board of Directors.
- Keynote presenter, "GSA Schedule Contracting: Traps for the Unwary" – PricewaterhouseCoopers Government Contracts Conference, February 2006
- For an international defense contractor, recommended appropriate business processes and controls to comply with US defense acquisition rules, including FAR and CAS. As part of this project, developed initial cost allocation structure and methodology, and controls to identify and segregate FAR Part 31.2 unallowable costs. Also worked with contract management and supply chain management functions to ensure proper flow-down of contract clauses.
- For an AbilityOne contractor, provided advice and assistance on transition into negotiated cost-reimbursement contracting. Efforts included development of initial cost allocation structure,

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identification of unallowable costs, indirect cost rate calculations, and assistance in negotiating the new methodology with DOD contracting officers. Also consulted on contract financing opportunities, cash flow enhancement, and resolution of disputes on individual contracts. Also provided support on revenue recognition issues associated with entity's external audit.