

MARY SKAGGS

Contract Negotiator/Specialist • Contract Cost/Price Analyst

- Experienced business advisor with expertise in contract negotiation, contract administration, and contract cost and price analysis in all phases of procurement including development of requirements, market research, solicitation, negotiation, and award. Advanced knowledge of Federal Acquisition Regulations (FAR).
- Extremely well prepared and well trained to meet challenges of the continually transforming contracting universe. DAWIA (Defense Acquisition Workforce Improvement Act) Level III Certified Acquisition Professional.
- Excellent written and oral communication skills. Effectively communicate up and down the chain of command in order to more efficiently fulfill mission. Brief senior level leaders through Power Point presentations, verbal presentations, and Staff Summary Sheets.
- Experienced and seasoned team-leader. Fully engaged and committed throughout life of each project and able to make decisions critical to seeing projects through to completion.

Core Competencies

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| • <i>Oral and written communication</i> | • <i>Identifying potential cost savings</i> | • <i>Team Building</i> |
| • <i>Market Research/Market Analysis</i> | • <i>Leadership</i> | • <i>Strategic Thinking</i> |
| • <i>Influencing/Negotiating</i> | • <i>Flexibility</i> | • <i>Vision and Innovation</i> |
| • <i>Problem Solving/Decisiveness</i> | • <i>Accountability</i> | • <i>Technology Utilization</i> |
| | | • <i>Customer Focus</i> |

CAREER EXPERIENCE

Contract Cost/Price Analyst—Tinker Air Force Base--01/2005-Present

GS-12 level Cost/Price Analyst. Negotiate pricing for spares, overhaul/repair, and service contracts for the United States Air Force. Work with customers and contractors as a business advisor in developing strategies to determine contract prices fair and reasonable. Evaluate proposals, develop negotiation objectives, and conduct negotiations for all contract cost and price elements. Compose correspondence to customers, contractors, and Government organizations pertaining to contractual and legal matters. Especially skilled in producing quick results on urgent or emergency procurement efforts. Coordinate field support such as audits and technical evaluations of large dollar contractor proposals. Synthesize and coordinate information gleaned from audits, field reports, RFPs, and correspondence into superior contract file documentation and negotiation objectives. Advanced knowledge and daily use of Microsoft Office Suite (Word, Excel, Power Point, etc). Built reputation for customer focus and outstanding communication—requested *by name* for pricing assistance and support.

- ✓ Through collaboration with field organization, saved the USAF over \$6.2 million on a sole source overhaul/repair follow-on effort in October, 2005.
- ✓ Developed innovative strategy for soliciting and utilizing customer feedback in order to shape section into even more customer focused organization. Nominated for Peer Award.
- ✓ Developed three year section training program for interns and new hires that included such elements as mentoring, on-the-job training, and formal training.

Contract Negotiator/Specialist—Tinker Air Force Base--06/2000-01/2005

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CAREER EXPERIENCE CONTINUED

GS 07-11 Level Contract Negotiator/Specialist. Negotiated and administered contracts and modifications for spares, repair/overhaul, services, and construction. Reviewed and provided input on statements of work (SOW) prior to issuing requests for proposal (RFP) or requests for quote (RFQ). Chose contract types (FFP, CPFF, T&M, UCA, CPAF) and developed acquisition strategies specific to each procurement situation and individual customer needs. Conducted market research and market analysis to assist in the determination of final contract prices as fair and reasonable. Evaluated and negotiated offers received in response to solicitation. Made critical decisions relating to selection of sources for contract award. Briefed senior level management on status and progress of individual contracts, integrated product team efforts, and various programs. Helped encourage and develop small businesses by training them to work within the Government apparatus. Mentored incoming interns and trainees. Established harmonious and productive working relationships with other Government organizations and entities such as Engineering, JAQ, DCAA, DCMA, and requirements officials. Established beneficial and productive relationships with Contractors.

- ✓ Team-Lead for Integrated Product Team on acquisition of a construction ID/IQ contract worth an estimated \$40 million over five years in fall 2004.
- ✓ Nominated and selected as 72d Mission Support Group “Support Warrior” Quarterly Winner for 01 Oct to 31 Dec 2004 timeframe. Received several time off awards and bonuses for outstanding support to the USAF mission.
- ✓ As Copper Cap Intern, gained great breadth of experience. Served in five different divisions of the Directorate of Contracting as a Contract Negotiator and Contract Specialist.

English Teacher--*Putnam City West High School, Bethany, Oklahoma, 09/1998-05/2000*

Certified English Teacher for the State of Oklahoma. Utilized subject matter expertise and pedagogical skills relating to high school level composition, literature, and grammar instruction including student-centered instruction, educational technology, parental involvement in student learning strategies, reflective teaching, critical and creative thinking instructional activities, group and individual learning plans, student motivation strategies, active and meaningful learning activities, effective student assessment strategies, and team building strategies. Developed dynamic writing assignments including keeping a writing notebook, writing fiction, demonstrating mastery of grammar in writing, playwriting, writing poetry, and writing non-fiction. Formed small writing groups and taught students critical reading skills as well as editing skills.

EDUCATION

Bachelor of Arts in English Education (1998)

UNIVERSITY OF CENTRAL OKLAHOMA – Edmond, Oklahoma

Master of Human Relations (2002)

UNIVERSITY OF OKLAHOMA—Norman, Oklahoma

PROFESSIONAL ORGANIZATIONS

NATIONAL CONTRACT MANAGEMENT ASSOCIATION (NCMA)

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CAREER EXPERIENCE CONTINUED

Sooner Chapter Treasurer—04/2005-Present