

NCMA | PIKES PEAK

Chapter Newsletter January 2012

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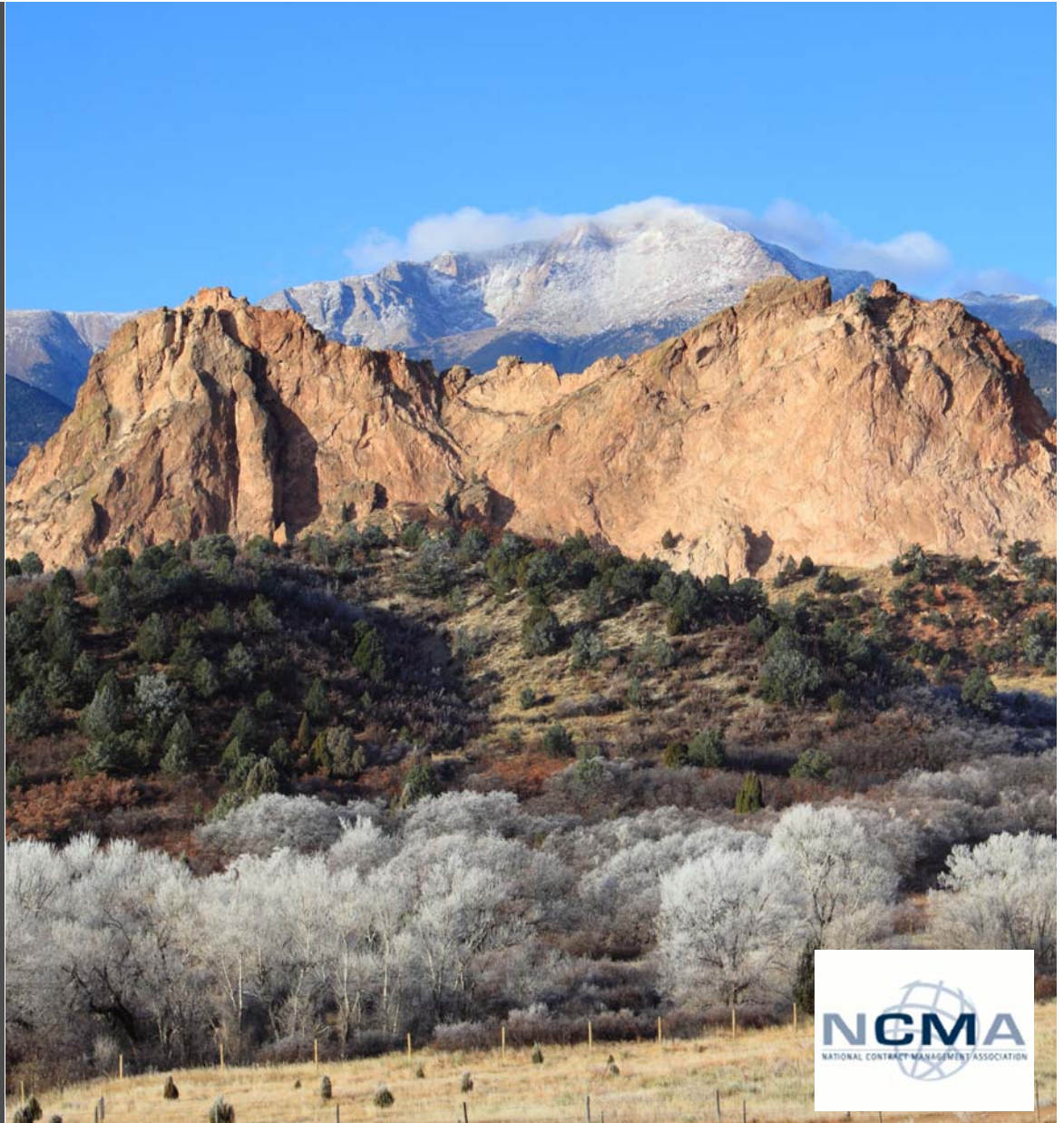
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Memo from the President

Scott Lamphear

The Pikes Peak Chapter has been notified that we were qualified to receive a **Silver Graalman Award**. The award will be presented at the 2012 Mid-Year Chapter Leadership Conference at the Planet Hollywood Hotel and Casino, Las Vegas, Nevada. The luncheon will be held on Saturday Jan 21st.

The Graalman Award recognizes chapters that provide the best value to members taking into account the demographics and unique aspects of the chapter. The Graalman Award is recognition for chapter excellence and the demonstration of effective chapter operations. Congratulations thanks to everyone for helping make the Pikes Peak Chapter great!

Come join us as our chapter is presented with this award. Details and a link to the conference are provided below in the National NCMA Events section.

Memo from the Pikes Peak Chapter Board of Directors

Our board has been working diligently to bring you many new opportunities and a lot of the same things you love!

Our board in action:

With many thanks to our VP Programs, Jenny Paradis, we are able to provide you with a line-up of great speakers and the dates when they will present. Now you can plan ahead!

Perhaps Jason Rupinski, our VP Membership, may have sent you a Welcome note or gentle reminder that your membership has lapsed? Or one of Kelly Hopper's friendly emails reminded you about an upcoming event? And, what can be said about our professional newsletter created in-house by Bryan Rasmussen (yes, he even took the cover photo!).

Pikes Peak Chapter On The Web

<http://intranet.ncmahq.org/pikespeak/default.aspx>

Volunteer

NCMA, Pikes Peak Chapter is in recurring need of volunteers for a variety of efforts. If you are interested in helping out, please contact Scott Lamphear, at slamphear@techwise.com

Get Connected!

What are contract managers talking about? What do you want to talk about? What is NCMA doing right now? You've heard about social media, and so has your association. Find the answers to these questions and ask some of your own on:



JOIN!

Thinking of joining the Pikes Peak Chapter? What is stopping you? Visit www.ncmahq.org for more information on how to become a member. Check out the Student and discounted rates!

(Board of Directors – cont.)

Or have you noticed our online registration and payment options? You can thank Mike Romano, our Acting VP Logistics for his work in coordinating that. Have you or your company filled a job through NCMA? Luci Cruz-Lapport has tirelessly offered her ongoing support of this program.

Up and coming:

A few things in the works: Scott Lamphear, our fearless president, has been working to coordinate a Webex for our luncheons. Schriever folks, we have heard you and are working to keep you included! Rebecca Graham has been working with some “gray beards” (their words, NOT Rebecca’s!) to stand up a mentoring program within the chapter—so hold on tight! In fact, we even have an informal CPCM study group to help you obtain your professional certification goals.

We seek the opportunity to provide professional development opportunities through sponsoring members in the Contract Management Leadership Development Program (CMLDP—want to know more about this, just ask Rebecca), by offering certification study material, and perhaps even scholarships. Additionally, we would like to reach out to new and current members through a website and make it easier to attend our functions. Have you ever planned to attend a luncheon, but forgotten cash? Now, you can register online by credit card and guarantee you have tax exempt receipts.

The Future:

In order to continue providing great opportunities to our membership such as excellent speakers, online capabilities,

tasty lunches, and other valuable benefits we are forced to raise our luncheon/seminar prices.

For the past three years, our chapter has worked to keep luncheon/seminar prices low to our valued members and guests. In fact, for the past two years our chapter has operated at a loss providing lunches/seminars. Raising prices was not an easy decision but one that came after a lot of pricing research (thank you Jason!) as well as chapter financial evaluations (have we mentioned that we LOVE having a CFO as a treasure—thank you Chris Merritt!).

Our decision to make the Pikes Peak Chapter of even more value to our members has resulted in many positive changes that include: professional development opportunities: sponsoring members in the Contract Management Leadership Development Program (CMLDP), offering certification study material, scholarships, a new and improved chapter web-site, as well as on-line luncheon/seminar payment and registration options (have you ever planned to attend a luncheon, but forgotten cash? Now, you can register online by credit card and guarantee you have tax exempt receipts). If want to know more about these opportunities just ask any of our board members. These improvements along with our valued members like you continue to make The Pikes Peak Chapter a success! It definitely makes it easier to attend our functions—whether on-line or in-person. We look forward to a great 2012 program year! On behalf of our Chapter President and BoD Happy New Year and we look forward to seeing you at our January luncheon!

Sincerely,
The 2012 Board of Directors

- New job? Different email? Changed names? Don’t forget to update your NCMA profile! Simply visit www.ncmahq.org and log in to your account using the box on the top, left corner of the screen.
- Can’t get enough NCMA? Please check out our sister-chapter in Denver: <http://www.ncmadenver.org/>
- If you have any inputs for the newsletter (events, photos, etc.)? Please contact Bryan Rasmussen at bryanras@msn.com

Local Chapter Events:

January Luncheon:

- **Speaker:** Matt Ruane
- **Topic:** Overview of Significant 2011 Court and GAO Federal Procurement Cases
- **Location:** Serco Inc., 1050 North Newport Road, near the intersection of Aeroplaza and Powers.
- **Date:** 26 January 2012
- **Time:** 1130-1300
- **Cost:** \$12 members & \$15 non-members



Matthew J. "Matt" Ruane is the civilian legal counsel for the Space Command and Control and Surveillance Division of the Electronic Systems Center. As such, he advises on acquisition strategy, fiscal law, and other legal aspects to acquire mission-critical systems in support of combatant commands and allied nations.

Mr. Ruane is a graduate of the University of North Carolina at Charlotte Air Force Reserve Officer Training Corps. He initially served as a Navigator/Electronic Warfare Officer with over 2,000 flying hours. He earned his Juris Doctor Degree from the University of Nebraska College of Law in 1995 and his Master of Laws degree in 2002, subsequently serving in a variety of key U.S. Air Force Judge Advocate positions, including: Chief Commercial and Fiscal Law, Air Force Space Command; Staff Judge Advocate, Arnold Air Force Base; Staff Judge Advocate, Office of Security Cooperation - Afghanistan; and Chief of Technology and Operational Contract Law at Wright-Patterson AFB Ohio. Prior to assuming his current position, he served as a Strategic Program Development Senior Manager for an international aerospace company.

Mr. Ruane published articles in the Board of Contract Appeals Bar Association Journal and the Air Force Law Review, and received the prestigious Board of Contract Appeals Bar Association Writing Award. He is a guest lecturer for the University of Nebraska Space and Telecom Law program. Mr. Ruane was named Air Force Materiel Command Law Office's outstanding attorney and outstanding supervisory attorney.

February Luncheon:

- **Speaker:** Barbara Darling
- **Topic:** Hot Topics Impacting the Contracting Community
- **Location:** Serco Inc., 1050 North Newport Road, near the intersection of Aeroplaza and Powers.
- **Date:** 16 February 2012
- **Time:** 1130-1300
- **Cost:** \$12 members & \$15 non-members

Ms. Darling is currently assigned as Deputy Chief, Contracting Division, Headquarters Air Force Space Command, Peterson Air Force Base, Colorado.

Ms. Darling has been a member of the Air Force Contracting Community since 1989. She has served in a broad range of acquisition positions. She has been a contract administrator and contracting officer for numerous source selections, command contracting policy chief and held numerous staff positions in the AFSPC contracting community.

National NCMA Events:

Mid-Year Leadership Conference 2012

<http://www.ncmahq.org/Events/conference.cfm?ItemNumber=10768&navItemNumber=10825>

January 20-21
Planet Hollywood Resort & Casino
Las Vegas, Nevada

Are you an NCMA chapter leader or interested in becoming one? Do you want your chapter to shine?

Attend NCMA's Mid-Year Leadership Conference 2012, where we will come together to *Cast Your Role in Chapter Leadership!* Learn how to produce an even better NCMA chapter from current NCMA chapter “stars.”

National NCMA Webinars:

- January 31: DFAR/FAR Updates
<http://www.ncmahq.org/ProfessionalDevelopment/webinardetail.cfm?navItemNumber=6234&itemnumber=10950>
-

Other News

CPCM and CFCM Help

New CPCM Study Group: Natalia Buchanan is a local chapter member who is starting to study for the CPCM. She is interested in starting up an informal study group. If interested, please contact her at Natalia.buchanan@peterson.af.mil.

Calling all CPCMs: This is for those of you who have already taken the certification test. If you are willing to answer a few questions and provide occasional direction for our new study group, please email Rebecca Graham at rebecca.graham@usafa.af.mil.

CPCM/CFCM Materials: The Pikes Peak chapter has various books/materials relating to CPCM and CFCM (no study guides as of yet). If you would like to borrow any of these materials or are just interested in what is available, please email Rebecca Graham at rebecca.graham@usafa.af.mil.

A Note about Membership



If you are not already a member, please contact us to get information about becoming a part of our local chapter. Another option is to visit the national NCMA website (www.ncmahq.org) and click the JOIN NOW box in the top, right-hand corner. Other ways you can continue to sharpen your skills: you can come to our monthly (third-Thursdays) luncheons; purchase NCMA webinars; or contact Webster University for a Masters in Procurement or Level II certification.



If you have an opening you would like posted, please contact:

Luci Cruz-Laporte
Employment Chair
NCMA Pikes Peak Chapter
lcruzlaporte@ch2mhillacademyservices.com

Please include a brief description of the position, requirements, when needed, and a point of contact for more information.

CONTRACT / SUBCONTRACT SPECIALIST

BPS is seeking a Contract / Subcontract Specialist who will support the Director of Contracts for a local client. Anyone interested can apply online at www.bps hires.com.

RESPONSIBILITIES:

- Pre-Award Contract/Subcontract Admin
 - Preparing, reviewing and negotiating Non-Disclosure Agreements (NDA) and Teaming Agreements (TA)
 - Specialist may be tasked with preparing and/or responding to Customer Request for Proposals (RFP).
 - Responsible for conducting and documenting thorough review of the RFP to determine exceptions taken as well as client's ability to comply (i.e., FAR/DFAR/SCA, etc) with contractual terms, schedule, costs, technical performance, insurance, etc.
- Post-Award Contract/Subcontract Admin
 - Reading, thoroughly understanding, ensuring compliance with and administration of contracts/subcontracts, terms and conditions, and other applicable contract/subcontract documents in order to perform the required daily contract management aspects of client's programs
 - Creating and maintaining hardcopy and electronic contract binders, to be in "audit ready" status at all times
 - Reviewing all contract/subcontract deliverables for accuracy and compliance prior to delivery
 - Maintaining contract briefs database
 - Scheduling and conducting subcontractor meetings as required
 - Administering subcontractor Award Fee boards
 - Maintaining Inter-Company Work Agreements
 - Advising Program/Project Manager, Controller and Director of Contracts of potential financial issues/risks and proactively managing to resolve potential problems before they become a significant issue/risk
 - Obtaining Program/Project Manager approval to "continue at risk" or stop work, prior to client entering into any "working at risk" situation;
 - Supporting Program Management Reviews (PMR) to track and report performance against budgets and funding, (i.e. program status, program performance and actual or anticipated program issues).
 - Performing all contract/subcontract closeout activities as required
- Policies, Processes and Desktop Procedures
 - Responsible for adhering to all policies, processes and desktop procedures
 - Responsible for developing and writing policies, processes and desktop procedures as required
- Insurance
 - Responsible for managing client's General Liability/Property, Auto, Umbrella, and EPL policies (i.e., handle claims, request quotes prior to new policy taking effect)
- Other duties as assigned to meet client needs

REQUIREMENTS:

- MUST be a self starter, quick learner and have the ability to prioritize, multi-task and work in a fast paced, often high pressure environment
- Must be an “attention to detail” individual with superior organizational skills
- Must be knowledgeable with Federal Regulations (FAR, DFARS, etc)
- Must be knowledgeable in administration of various contract types (Cost, FFP, T&M, etc.)
- Must be proficient in MS Office Suite with an emphasis in MS Word and Excel
- Must possess excellent verbal, written, interpersonal and customer relations skills
- Experience with GSA Schedule administration desired
- ITAR experience desired
- Ability to obtain and maintain Secret Clearance

EDUCATION/EXPERIENCE:

- Bachelors degree in Business or related area of study
- Three to Five years experience with at least two years of subcontract management
- This is a six month contract to hire opportunity

EEO/M/F/D/V

Pikes Peak Chapter 2011-12 Board

POSITION	PERSON	EMAIL
President	Scott Lamphear	SLamphear@techwise.com
President Elect	Rebecca Graham	rebecca.graham@usafa.af.mil
Past President	Gary Henry	ghenry@mcnewassociates.com
Fellow	Jim Barager	Teenajim1@aol.com
Fellow	Suzanne Snyder	Angel_snue@msn.com
Secretary	Kelly Hopper	kelly.hopper@usafa.af.mil
Membership	Jason Rupinski	Jason.L.Rupinski@saic.com
Programs	Jenny Paradis	Jenny.Paradis@d11.org
Treasurer	Chris Merritt	Chris@Merritandco.com
Acting VP Logistics	Michael Romano	mromano@mcnewassociates.com
Newsletter	Bryan Rasmussen	bryanras@msn.com
Employment Chair	Luci Cruz-Laporte	lcruzlaporte@ch2mhillacademyserVICES.com

