



THE GALAXY

NATIONAL CONTRACT MANAGEMENT
ASSOCIATION (NCMA)/SPACE CITY CHAPTER
NEWSLETTER—May 2004

Board of Director's Corner

CHAPTER ELECTIONS—RESULTS

Please help us in welcoming your newly elected Chapter Board of Directors.

President--Nancy Broyan (Hamilton Sundstrand)

Vice President/President Elect & VP of Programs --Linda Riviera (NASA)

Secretary--Marie Lopez (Muniz Engineering)

Treasurer--John Hamilton (USA)

VP Education--Keith Hutto (NASA)

VP Membership--Karen Irving (Boeing)

Your new Board of Directors will be inducted at the June NES. Their term begins July 1, 2004.

CONGRATULATIONS!!

Please note, we are now taking reservations for the June 24th National Education Seminar to be held at the University of Houston Clear Lake Campus. Space is limited. Please make your reservations now.

Rosalie Solis, Chapter President

**Due to scheduling conflicts,
there will be no May
luncheon meeting.**

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CALENDAR OF EVENTS

Upcoming NES: We are planning to host a National Education Seminar (NES) on June 24, 2004. The topic will be Project Management in the Contracting Process (see info. below).

Graalman--Let us know...

By Nancy Broyan

The Graalman Award is designed to recognize chapter excellence and to provide formal competition between chapters in furthering the objectives of the NCMA.

Do you have suggestions for improvements to our chapter? Are you interested in working on a committee? If the answer is "yes" to any of these questions, please contact Nancy Broyan at 281-333-8704 or e-mail at broyann@hsd.utc.com.



Gold: 250—330 points

Silver: 225—249 points

Bronze: 200—224 points

← Our Chapter's pts. to date--135

Quality: Minimum 125 points

MEMBERSHIP NEWS

By Carla Stinson

Please join me in welcoming the following new members:

Michael Crapp
Micah Dunn, Hilcorp Energy Company
Maurice Enderle
Jamie Gutierrez
Allen Kanneh, Brace Management Group
Marie Lopez, Projects Procurement Office
Rebecca Mackey
Mary Penn
Robert West

Congratulations to the following Space City members on their milestone anniversaries:

25 years

Ann Halligan, Boeing
Mary Kerber, Barrios

20 years

Michael Dodds, CPCM, United States Air Force

The 2004-2005 service year for NCMA's Board of Directors begins on July 1. Karen Irving has been elected as the Vice President of Membership. Please join me in congratulating Karen on her new position.

If you have questions about your membership or know someone that is interested in joining our Space City NCMA chapter, please contact Carla Stinson, carla.m.stinson@usa-spaceops.com, or Karen Irving, karen.l.irving@boeing.com.



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EMPLOYMENT OPPORTUNITIES

Hamilton Sundstrand Management Services, Inc. located in the Clear Lake area is seeking applicants for a Sr. Associate Contracts Specialist. The selected candidate will support proposal activity including the review and analysis of RFP terms and conditions and business details to identify, evaluate, and protect company interests and will participate in negotiations of price and terms and conditions, perform day to day administration of contracts of medium complexity from inception to closeout. Candidate will be required to interact routinely and maintain a positive rapport with multiple program managers and customers. Position requires strong analytical skills and working knowledge of the Federal Acquisition Regulations (FAR) and NASA FAR Supplement and ability to manage competing priorities and meet deadlines. Some travel may be required. Education/Experience preferred: BA/BS degree and 4 to 7 years experience.

Please send resume via e-mail by January 31, 2004 to:
broyann@hsd.utc.com

Hamilton Sundstrand is an equal employment/affirmative action employer, and a proud member of the \$28-billion United Technologies Corporation family of companies.

(Refer to Pages 5-7 for additional employment opportunities)

NCMA NATIONAL EDUCATION SEMINAR (NES)

“Project Management in the Contracting Process”

This fast-paced one-day seminar teaches the essential aspects of successful project management. Everyone involved in the buying and selling of goods and services, in both the public and private sectors, need to better understand how to effectively manage their scope of work, budget, schedule, and resources to ensure customer satisfaction. Key topics of discussion include: creating a project vocabulary, project teamwork, the project cycle, and the project management elements - best practices.

Lecturer:

Gregory A. Garrett, CPCM, PMP
Vice President and General Manager,
U.S. Federal Government Programs
Lucent Technologies-Bell Lab Solutions

Conference: Thursday, June 24, 2004, 8:30 am - 4:30am

Location: University of Houston Clear Lake, Bayou Building, Room 2512

Registration/Continental Breakfast: 7:30am - 8:30 am

Conference Price: \$125 Members \$140 Non-members

NASA reservations: Claire Cox

Claire.a.cox@nasa.gov (281) 483-0743

Contractor reservations: Ginger Coleman

Ginger.coleman@bakerhughes.com (713) 625-6326

Contractor payment due in advance. No credit card payments accepted

Reservation deadline: June 8, 2004 - limited seating

Join NCMA at the NES and waive the \$20 initiation fee!
Or, join immediately @<http://www.ncmaspacecity.org>.

Business Casual Attire



THE GALAXY

Key Contact Points

President – Rosalie Solis, 281-244-7147

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VP/President Elect – Nancy Broyan, 281-333-8704

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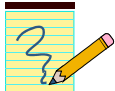
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National Director – Sam Morthland, 281-480-9308

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CHAPTER MEMBERSHIP

Submit address/mail code changes to:

Online at: www.NCMAHQ.org or contact Carla Stinson for assistance.

Submit requests for membership to:

Carla Stinson (281) 280-6590

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Gilruth Public Gate Access:

From Bay Area Blvd.: Turn right on Space Center Blvd. and go 2 miles. The Gilruth entrance is the second entrance on the right.

From Nasa Parkway (formerly Nasa Rd. 1): Turn left on Space Center Blvd. and go 0.8 miles. The Gilruth entrance is the second entrance on the left.



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CARRINGTON & CARRINGTON, LTD.

Executive Search

POSITION DESCRIPTION

POSITION TITLE: Senior Director, Contracts

REPORTS TO: Vice President, Contracts

COMPANY: A division of the #4 US defense contractor that makes offensive and defensive missile systems and related products. Missile systems include strike, air-to-air, land combat, naval defense and exoatmospheric kill vehicles.

LOCATION: Tucson, AZ

RESPONSIBILITIES:

- Develop the strategy, prepare written documents and negotiate terms of complex business agreements
- Negotiate and administer Department of Defense (DOD) Contracts
- Interpret contract terms and resolve conflicts with contractual terms
- Review statutory and regulatory materials with emphasis on the FAR (Federal Acquisition Regulation agency), FAR supplements and relevant CFR (Code of Federal Regulations) revisions
- Provide advice to senior management and technical staff on various legal and contract issues
- Provide advice and direction on vendors and subcontractors selection and effectiveness
- Draft contractual documents and resolve issues with clients and subcontractors
- Develop accurate cost estimates following contract requirements
- Significant travel required

QUALIFICATIONS:

- Undergraduate degree required; advanced degree preferred
- Educational concentration in math, science, business and/or finance preferred
- Eight to 10 years of government and/or commercial contract experience
- Prior supervisory experience required
- Superior contract functional and technical skills
- Must have knowledge of all US Government procurement laws and procedures, as well as, Arms Export and Control Regulations
- Project management focus with a financial and/or technical background
- Highly-developed negotiation, analytical and problem-solving skills
- Ability to strategically set direction for contract negotiations of a Product Line
- High degree of proficiency in resolving complex contractual and business issues
- Excellent oral and written communication and presentation skills
- Prior security clearance preferred
- Army weapons experience required
- Former military officer preferred



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COMPENSATION: Commensurate with experience

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Title: CONTRACTS REP IV

Location: Johnson Space Center in Houston, Texas

Contact: Ricky Mitchell, rickymitchell1911@yahoo.com or call 713-747-6910

Job Description: Contracts Manager to support existing and new business activities. Efforts will support Government and commercial activities. Contracts include Cost Plus, T&M and Fixed Price. Responsible for proposal preparation, terms and conditions, pricing, negotiations, payment and performance administration, preparation of modification requests and close-out activities, (Due to State Department restrictions on the export of technical data that is integral to the International Space Station and Space Shuttle programs, only United States citizens and Permanent Resident Aliens can be considered for this position.)

Education: BS/BA in a related field. Related experience, contract certification or Master's degree in a related field is a plus.

Required Skills: Extensive experience in dealing with a wide variety of contracts and business issues, with particularly strong background in federal government activities. Ability to interface well with customers (internal and external); work in a fast paced environment with short "turn around" times and handle multiple activities, contracts and customers simultaneously. Proficiency with MS Word and MS Excel a plus; **Must be a US Citizen or Permanent Resident Alien.**

Desired Skills: . Strong pricing experience or medium to high value new business opportunities a plus.