

Janice "Jan" Diane Loveday Lasater

Education:

- Certified Professional Contracts Manager (CPCM), NCMA, November 2000
- M.S., Contract Management, Florida Institute of Technology, August 1998
- Certified Associate Contracts Manager, University of Alabama-Huntsville, June 1994
- B.S., Management of Technology, Athens State University, August 1993

Ms. Lasater currently serves as the Director of Contracts for Government, Commercial and Corporate contracts; and is involved with the forward growth of the corporation.

Profile:

Seasoned professional with progressive and diversified contracts, business and legal experience in Government regulations, contract and subcontract administration, legal compliance, contract negotiation, procurement, purchasing and business administration. Working and supervisory responsibilities in all phases of Government and commercial contracting. Excellent analytical, interpersonal, management and communication skills. Background in Commercial and government contract administration, and civil and criminal law.

Experience:

2006-Present:

APT Research, Inc., Huntsville, AL, Director of Contracts

Providing contractual and legal interpretation support to the company; pricing proposals, working closely with financial department to ensure invoicing and collection, creating and reviewing teaming agreements and non-disclosure agreements for the company; reviewing terms and conditions, representations and certifications, negotiating contracts; participating in oral presentations for specific task; dealing daily with contracting officers and customers to enable the smooth completion of all task orders. Addressing all issues regarding security and human resources to insure that they meet specified contractual requirements. Handle contractual reporting, auditing, contract closeouts. Handle a protest procedure for the company. Responsible for the Cost Volume of any large proposal effort.

April 2003 to January 2006:

Science Applications International Corporation (SAIC) bought out CST – Huntsville, Assistant vice-President of Administration and Deputy Director of Contracts

- Served as Director of Contracts for SAIC for ten months during restructuring of CST within SAIC. The Contracts Department includes contracts, subcontracts and procurement. Provided direct support to the Chief Financial Officer.
- Work proactively with management to be prepared for new opportunities and proposal requirements.
- Continuous training of department personnel for changes in SAIC policies and procedures. Participate in assigned corporate committees and teams.
- Negotiated intracompany teaming agreements to use various contracting vehicles.
- Set up database for use in approving monthly time and material (T&M) invoices. The database included all personnel appearing on T&M invoices with labor category certification being billed. Personally administered all intracompany task orders (approximately 25).

- Prepared Novation documentation and received approval in record time.
- Created internal T&M contracting procedure. Reviewed and signed all funding documents. Reviewed and signed all closeout documentation. Reviewed and negotiated terms and conditions on Teaming Agreements, Non-Disclosure Agreements, Memos of Understanding, and contract issues. Worked with Finance Department to resolve payment issues.

July 2000 to April 2003:

Computer Systems Technology, Inc., Huntsville, AL, Director of Contracts, Assistant Vice President of Administration.

- Performed all functions of contracts Manager in addition to managing the business activities of multiple functions in contracts arena.
- Prepared, reviewed, and approved all cost proposals submitted to customers.
- Managed Contract Department's annual budget, including the day-to-day management of employee time, including overtime. Estimated personnel needs and assigned work to meet schedule requirements. Made decisions regarding all aspects of staffing plan and training of staff for professional development.
- Managed internal and external customer requirements, expectations and satisfaction.
- Ensured compliance with legal, contractual and corporate standards. Prepared reports and briefings materials for specific business areas. Coordinated collaborative activity with other functional areas of the organization.
- Developed and administered all contract and subcontract management requirements.
- Represented the company in responding and ensuring responses to proposals and contracts-related issues.
- Prepared, negotiated, defined and administered contract proposals, marketing, consultant, teaming and non-disclosure agreements.
- Negotiating and knowledge of various negotiating techniques. Made independent decisions, assumed responsibility and exercised good judgment. Demonstrated excellent communication and organization skills.
- Define tasks, establish priorities, schedule and assign workloads. Supervised Contracts Administrators and Managers along with administrative staff.
- Ensured accurate and complete contracts files were maintained.
- Interfaced with internal and external customers. Reviewed, analyzed and coordinated customers' request for proposals and associated terms and conditions. Interpreted FAR, DFAR, NASA and GSA regulations. Contract and subcontract administration from cradle to grave. Assisted in development and approval of Corporate Procurement Policies and Procedures.

January 1996 to July 2000:

Intergraph Corporation, Senior Contracts Administrator

March 1992 to January 1996:

Teledyne Wah Chang-Alabama, Deputy Program Manager for Department of Energy Super Collider Contract, Contracts Administrator

Nov 1972 to Oct 1992:

Teledyne Brown Engineering – Executive Secretary to VP of Finance; Administrative Assistant for several departments

Oct 1974 to Jan 1989:

Law Office Manager/Paralegal, Madison County District Attorney's Office, Attorneys Ernest Potter, Julian Butler, Fred Simpson, Fulton Hamilton, Gary Rigney, John Green, work some full-time, some part-time and some paralegal research assignments.