

Rebecca A. Merrill

Education

- The University of Alabama in Huntsville (UAH), Completed Procurement series at UAH, Spring 1990. Received B.S.B.A. in Procurement: August 1991

Ms. Merrill currently serves as Director of Contracts for APT. She holds a B.S.B.A. in Procurement Management from the University of Alabama in Huntsville and has over 25 years experience in Contracts and Procurement Management. She is a skilled negotiator and has managed both Prime and Subcontracts to include Firm Fixed Price, Time & Material, and Cost types. She is a current member of the National Contract Management Association and the North Alabama International Trade Association.

Experience

April 2010 – Present, APT Research, Inc., 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. Handles contractual reporting, auditing, contract closeouts. Handles a protest procedure for the company. Responsible for the Cost Volume of any large proposal effort.

June 2009 – April 2010, Agility Defense & Government Services, Inc., Deputy Director of Contracts

Assist Director of Contracts by supervising personnel. Provide contractual guidance to operational personnel and executive staff. Continued development of policies and procedures. Supported the company's largest logistics contract, Logistics Civil Augmentation Program (LOGCAP IV). This contract provides logistical services in the form of combat support services to include food service, billeting, waste management and transportation in Kuwait, Afghanistan and Iraq.

December 2007 – May 2009, Taos Industries, Inc., dba Agility Defense and Government Services, Director, Contracts & Procurement

Responsible for all contracting and procurement functions at Taos Industries. Responsible for planning, developing and implementing acquisition policies and procedures to keep up with the rapid growth of Taos Industries contracting and procurement areas after Taos' purchase in 2006 by Agility. Grew staff from one to seven. Served as the company's lead negotiator and final authority for all contractual actions. Coordinated with executive management, technical personnel, Accounting, Security, Human Resources and other areas as necessary. Implementation of the use of the projects module of cost point. Began development of procurement policies, procedures required to receive an approved purchasing system. Directed staff in the administration of all Taos contracts from cradle to grave, plus, administered \$8.4M logistics contract with Firm Fixed Price, Time & Material and Cost Plus Fixed Fee CLINS. Contract included international subcontracts with companies from Kuwait, Turkey, Afghanistan and others.

October 2006 – December 2007, Madison Research Corporation, a wholly-owned subsidiary of Kratos Defense & Security Solutions, Director, Contracts and Procurement, MRS Division

Responsible for transitioning and blending contracts and procurement functions between Madison Research and Kratos Government Solutions (KGS). Report to KGS corporate and perform the same duties as previous position listed below.

August 1999 – October 2006, Madison Research Corporation (MRC), Director, Contracts and Procurement

Responsible for planning, developing and implementing acquisition policies and procedures for a rapidly growing small business of over 250 employees. Responsible for directing, planning, assigning and coordinating a contracts and procurement staff of seven (7). Assign contractual actions to contracts specialists for negotiation, administration and other actions. Provide leadership during all phases of the contractual process. Provide management and guidance for all company acquisitions. Serve as the company's lead negotiator and final authority for all contractual actions. Coordinate with executive management, technical personnel, Accounting, Security, Human Resources and other areas as necessary. Develop and adhere to a three-year strategic plan for contracts and procurement. Developed and implemented Contracts and Procurement Policies and Procedures required to receive and maintain an Approved Purchasing System and developed ISO 9001:2000 acquisition procedures. Key contributor to initializing, structuring and setting up acquisition portion of Deltek Cost Point Business system for company. Execute all approval levels within assigned contractual authority including competition advocate. Assure that all company acquisitions strictly adhere to the Federal Acquisition Regulations (FAR) and FAR Supplements. Direct the full range of contract administration actions from review and evaluation of Requests for Proposals (RFPs), to contract/subcontract close-out. This includes responding to RFPs, negotiating contracts, contract changes, modifications, developing and issuing subcontractor solicitations, reviewing proposals, performing cost and price analysis, negotiating, developing and issuing subcontracts, and providing all file documentation. Responsible for various types of contracts and subcontracts including Fixed Price, Cost Reimbursable and Performance Based Contracts.

December 1992 – August 1999, Nichols Research Corporation (Nichols), Manager, Subcontract Administration

Performed supervisory/review functions for six (6) Subcontract Administrative personnel. Assumed duties of Manager in March 1995. Administered subcontract types CR, CPFF, CPLE, CPAF, FFP, FPPE, T&M, IDIQ and Task Order and Delivery Order type as well. Responsible for all aspects of subcontract administration (both pre and post-award) in support of fixed-price and cost-reimbursable prime contracts. Performed subcontract administration in accordance with the Federal Acquisition Regulations (FAR), other applicable procurement regulations including the FAR supplements, the Nichols Procurement Manual and corporate policies. Participated in Nichols proposal efforts by coordinating subcontract requirements to ensure compliance with RFP terms and conditions and Government Regulations. Evaluated subcontractor proposals and performed cost and price analyses to develop solid negotiation strategies. Responsible for the negotiation of terms and conditions, delivery schedules and subcontract cost/price. Daily subcontract management duties included negotiation, award and issuance of subcontracts, Modifications and Change Orders, analysis of subcontractor invoices, termination, subcontractor close-outs and

maintaining file documentation required for audit purposes (annual Certified Purchasing System Review (CPSR)). Issue RFP's and evaluate subcontractor proposals. Monitor subcontractor's submission of deliverables and subcontractor expenditures to ensure compliance with subcontract terms and conditions. Prepare Small and Disadvantaged Business Utilization (SADBU) SF 294 and 295 Reports. Create and update reports for Program Managers regarding subcontracts under their prime contracts.

March 1992 – November 1992, The University of Alabama in Huntsville, Senior Subcontract Administrator

Manage Subcontracts Division of Research Administration including supervision of five contract/subcontract personnel. Develop and refine subcontract procedures for UAH. Responsible for pre and post-award administrative management of Subcontracts in accordance with the FAR, DFAR, NASA, etc. Government regulations. Negotiate, award and formulate Subcontracts, Change Orders and Mods. Issue RFP's and evaluate proposals. Support Contracts and Grants from NASA, NASA Headquarters, MICOM, SSDC, Department of Energy, State of Alabama and other miscellaneous. Somewhat dedicated to Consortium for Materials Development in Space (CMDS) program.

June 1990 – February 1992, Contract/Subcontract Administrator

Supervised Contract Assistants and student workers. Responsible for post-award administrative management of Research Contracts and Grants with Academic, Private, Federal (including NASA, MSFC), and State agencies. Develop proposal budgets and direct proposal submission. Negotiate proposals, execute contracts and modification. Monitor contract expenditures to ensure that the terms and conditions of the contract are followed. Negotiate and award subcontracts. Perform MIS coordination duties as required.

January 1988 – June 1990, Senior Contract Assistant

Supervise Three (3) Contract Assistants. Support Contract Administrators in the administration of Contracts and the Senior Subcontract Administrator in the administration of CMDS subcontracts. Administer Subcontracts and Consultant Agreements. Update databases and prepare monthly reports.

March 1987 – January 1988, Buyer I, Purchasing and Communication Services

Issue RFQ's, Tabulate and award sealed bids. Perform formal source selection and justification in both competitive and sole source procurements. Procure computers, printing jobs, medical supplies and miscellaneous supplies and equipment for UAH. Co-Petty Cash Custodian. Manage campus copier equipment.

June 1982 – March 1987, Expediter, Purchasing and Communication Services

Promote expedient shipment of orders. Check Status of orders and payments. Locate lost or misplaced items. Maintain inventory database. Extensive customer relations work.

June 1981 – June 1982, Student Assistant, Purchasing and Communication Services

Perform receptionist/secretarial duties. Typed, distributed and filed all purchase orders, change orders, etc.

Skills

- Experience using Microsoft Office to include Word and Excel, and Deltek Cost Point and impromptu. Proficient with both the PC and Macintosh.

Professional Associations and Awards

- Recipient of Nichols Excellence Group Award for 1996
- National Contract Management Association
- North Alabama International Trade Association
- Charter Member of Nichols Corporate Volunteer Team, Volunteer for Volunteer Center

References

Furnished upon request.