

Jeannine K. Williams, CFCM

jeanninekw@gmail.com; (336) 534-4495

SUMMARY

Accomplished and thoughtful leader with 22 years of U.S. Government cradle to grave procurement, contract, and subcontract management experience. A strategic and resilient thinker who leads teams, thrives in demanding environments, is highly comfortable with change, and enjoys solving problems.

HIGHLIGHTS

- Provides procurement/subcontracting guidance to clients throughout the procurement lifecycle – creating and implementing procurement strategy and solutions to project and proposal teams to produce desired outcomes. Also highly skilled in contract negotiation with U.S. Government clients.
- Highly experienced with USAID contracting – from the capture stage through post-award (project start-up). Strong understanding of USAID pricing and subcontracting requirements, especially adept at working with local subcontractors and guiding them through the proposal process. Helps shape procurement strategy with an eye towards compliance.

KNOWLEDGE AREAS AND SKILLS

- Contract Compliance, Contractor Purchasing System Reviews (CPSR)
- USAID Proposal Support
- USAID Cooperative Agreements
- Grants Under Contract (GUC)
- Subcontract and Subaward Negotiation
- Contract Negotiation
- Regulations: FAR, DFAR, AIDAR, DHHS,CFR
- NDA and TA Negotiation & Strategy
- Microsoft Office Suite, Adobe, SharePoint, Oracle, Deltek
- Cost/Price Analysis
- Contract Pricing
- Negotiating Subcontractor Budgets
- Small Business Plans
- State and Local Procurement – Louisiana, Florida, Texas, and Puerto Rico

PROFESSIONAL EXPERIENCE

Abt Associates

Rockville, Maryland

November 2021 – June 2024

Director, Subcontract Services, Domestic and International

- Built and led a dynamic subcontract services team of 12 responsible for the procurement of \$200 million in services globally in support of all Abt's projects in both the Domestic and International Development Business Units. Primary Clients: USAID and DHHS.
- Improved and streamlined procurement policies and procedures, guided procurement strategy throughout the procurement lifecycle, ensuring compliance with Abt's approved purchasing system, led complex supplier negotiations, and delivered procurement training to stakeholders.
- Managed the pre-award USAID proposal pipeline, both acquisition and assistance. Supported capture teams by: negotiating teaming and non-disclosure agreements, obtaining and negotiating partner pricing, performing due diligence, guiding local subcontractors through the process, and ensuring compliance with RFP requirements.

PAE/MacFadden

Arlington, Virginia

July 2020 – October 2021

Subcontracts Manager, USAID

- Managed and led a team of 4 procurement professionals throughout the entire procurement lifecycle in support of Macfadden's \$100 million dollar + USAID portfolio. Actively engaged in pre-award activities – negotiating pricing and subcontract terms with suppliers.
- Streamlined the consultant agreement process by identifying and removing inefficiencies and optimizing the use of existing business systems.
- Revamped the procurement training and development for junior staff.
- Led and successfully executed procurement start-up activities in Bangladesh, and the DRC.

IEM

Bel Air, Maryland

March 2017- June 2020

Lead Contracts and Subcontracts Administrator

- Led and managed a large (>\$500 million) and dynamic portfolio of disaster recovery and emergency management contracts and subcontracts. Customers included the federal government and state agencies in Louisiana, New Jersey, New York, Florida, and Puerto Rico.
- Procurement and Contracts lead for all proposals. Negotiated Teaming Agreements and NDAs, led sourcing activities, solicited proposals from subcontractors, drafted proposal budgets to be submitted to US Government clients, and negotiated awards.
- Managed the start-up of a disaster recovery program in Puerto Rico, a challenging

operating environment. Trained the subcontract administrator based in San Juan.
Negotiated agreements with local vendors which resulted in significant cost savings.

- Created and implemented subcontract management procedures to streamline processes and improve efficiencies.

CB&I, CHICAGO BRIDGE AND IRON COMPANY

Baton Rouge, Louisiana

November 2015 - February 2017

Subcontracts Lead, Procurement Group

- Led a team of four subcontract administrators supporting high dollar engineering services projects under the U.S Department of Defense and the U.S. Corp of Army Engineers in the areas of environmental remediation and decommissioning.
- Supported all activities in the procurement lifecycle and improved the supplier performance rating system.
- Streamlined the health and safety guidelines in all the subcontract templates which improved supplier engagement and simplified subcontracting procedures.
- Led major proposal support for Procurement to include: sourcing, small business plans, writing volume narratives, and providing procurement guidance.

RESEARCH TRIANGLE INSTITUTE, RTI INTERNATIONAL

Durham, North Carolina

July 2010 – February 2015

Senior Subcontract Specialist, Global Supply Chain

- Negotiated and managed a \$50,000,000 + portfolio of fixed price and cost type subcontracts and subgrants with universities, industry, and NGOs throughout the world. Countries: China, Democratic Republic of the Congo (DRC), Georgia, Haiti, India, Indonesia, Malawi, Nepal, Nigeria, Philippines, Senegal, South Africa, Ukraine, and Uganda.
- Mentored employees on cost/price analyses and source selection.
- Created and delivered a training course for the entire organization on source selection.
- Revamped suite of subcontract templates to address risk concerns and improve subcontractor engagement and understanding of compliance elements.

ATK SPACE SYSTEMS

Beltsville, Maryland

October 2009 – June 2010

Contracts Specialist

- Negotiated and administered contracts for aerospace engineering services

THE JOHNS HOPKINS UNIVERSITY APPLIED PHYSICS LABORATORY (JHU/APL)

Laurel, Maryland

June 2003 – September 2009

Contract Representative, Subcontracts Group

- Negotiated and managed a \$100,000,000 R&D subcontracts portfolio for DoD and civilian

agencies (MDA, DARPA, Navy, Army and NASA). Portfolio included multi-phased NASA subcontracts for the Van Allen Belt Probes, and the New Horizons (mission to Pluto) projects. DoD projects include the National Cyber Range, and the Ballistic Missile Defense Flight Test and Revolutionizing Prosthetics.

- Worked closely with the SBLO to increase HBCU/MI subcontracting opportunities
- Created subcontract templates and policy and procedures for company use. Wrote several subcontractor management policies and delivered the training throughout the organization.

EDUCATION

- Certified Federal Contracts Manager (CFCM) National Contracts Management Association
- Masters Certificate, Government Contracting, The George Washington University
- Bachelor of Arts, Russian, The Florida State University