Kimberley Ready

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# **BUSINESS DEVELOPMENT AND CONTRACT MANAGEMENT** professional with more than 15 years’ experience managing full cycle contract compliance, including proposal development, pricing, and project financial and operations management. She is responsible for overall RFP compliance, across technical and business volumes, and serves as the direct counterpart to client and donor contracting officers to ensure successful implementation. She has deep experience with federal, multi-lateral and private donor funded proposal development and project implementation. Ms. Ready is a senior professional both in direct contracting experience and in assessing, awarding, monitoring, and closing subcontracts and grants programs. She has worked with a wide spectrum of US Government contracts, including USAID, Department of State, Department of Labor, General Services Administration and CDC/HRSA and life cycle experience across all contracting types. She has presented at the Humentum annual conference on subaward monitoring and has worked extensively with both international and local partners. Her strong experience in project financial and operations management ensures proposal development is grounded in implementable solutions and realistic pricing.

# Experience

## 2020 - 2023

### Director of Grant and Contract Administration, DevTech Systems, Arlington VA

* Responsible for all pricing development and overall proposal compliance of proposal submissions, including for US Government, Non-US Government, Foundation, and private donor submissions.
* Successfully led the proposal team to award DevTech’s current GSA Schedule, including the additional of Special Item Numbers and small business classification, and expansion of labor categories to accommodate business changes.
* Shipley Model trained, with strong experience training junior staff on overall proposal development and specific assignments. Comfortable developing templates, tools, and training modules to ensure overall team cohesiveness to proposal practices.
* Ensures transparency and accuracy of the proposal pipeline through support to waterfall analysis and consistent review of competitiveness, capture knowledge and planning.
* Leads client contract relationship team to ensure compliance to all terms and conditions of awards, and effective implementation of projects.
* Effectively negotiates final fee closeouts to ensure full price recovery, including for projects that did not receive full obligations.
* Deep experience in Cost Plus, Time and Materials, Fixed Price, and Labor Hours awards. Effective usage of varied subcontract and grant mechanisms to ensure successful implementation and risk management.

## February 2017 – August 2020

### Finance and Operations Manager, John Snow Inc, Inc, Boston MA

* Oversee accuracy and quality of contractual financial reporting for prime contracts and agreements ($15-$45m per award)
* Develop, negotiate, and manage subawards, subcontracts, leases, consulting agreements, ensuring compliance to award terms and conditions.
* Maintains up to date, hands on knowledge of US Government Regulations (FAR, AIDAR, etc)
* Develop, monitor, track, forecast and report against project budgets to manage program level spending and feed into division and corporate management decision making. Ensure cost recovery under contract terms (CPFF, Fixed Price, T&M, etc), applicable rates and obligations.
* Partner and collaborate with technical colleagues to understand program financial and operational needs, ensuring timely and appropriate resources are available for program delivery.
* Ensure adequate cash flow for monthly spending needs in country offices, monitoring accrued and liquidated costs.
* Review and manage field office and home office colleagues through programmatic financial close on monthly basis ensuring accuracy and quality of financial transactions and reports.
* Develop training materials and deliver training to domestic and international colleagues on financial management, applicable Federal Regulations and costing and pricing.
* Provide technical advice and serve as a resource person to Program Officers, Chiefs of Party, Field-based F&A Directors and Field-based Office staff in the areas of finance, operations, compliance, human resources, grants, procurement, and administration.
* Assist and support project teams in trouble-shooting operational challenges as they arise. Monitoring, analyzing, and facilitating discussion around project financial information, while bringing best practices to individual projects,
* Lead Fraud Response Teams when cases arise, ensuring rapid and responsive investigation of credible evidence to ensure good stewardship of donor funds.
* Lead and supported financial audits from Health and Human Services and USAID in the home office and provided support to field teams.
* Conduct mid-term financial review of operations systems for ongoing donor funded projects.

## November 2014 – January 2017

### Senior Operations Manager, Cost Proposal Manager, SNV USA, Rosslyn MD

* Oversee development of all US Government, Bill and Melinda Gates Foundation and other North American donor cost proposals and budget negotiations to ensure alignment to technical scope of work and pricing accuracy.
* Negotiate award terms and conditions with sponsors, and partner organizations including coordination with program staff in SNV USA and field offices to ensure contract and grant requirements are fulfilled.
* Develop training materials for field staff on indirect cost policies, overhead allocations and other donor terms and conditions.
* Active member of working group responsible for SNV USA attaining a NICRA from the US government, including development of indirect cost structure, strategy for target rate and calculation of schedules
* Develop startup plans and manage startup operations for US Government awards, including sub-grant management, grant and contract administration and training of SNV country office staff on USAID rules and regulations.
* Developed budget templates for home office and field use for grant, cooperative agreement, CPFF and T&M contracts including boilerplate language for cost proposals on indirect costs, fees and organizational structure.
* Start Up Manager for SNV’s first prime grant agreement for the YAWWA program, including development of grants manual, start-up plan and grant agreement review and approval.
* Developed training materials for field staff new to USAID including modules on 1420s, Cost Share and Leverage, Understanding Indirect Costs and Budgeting 101

**Skills**

FAR, DFARS, GSAM, UG, AIDAR • Subcontract and Grant Management • Proposal Development, Management, Pricing and Compliance • USG, Foundation, Non – USG Government donor expertise • Training Materials Development • Project Financial Management, Program Management and Implementation • Shipley Method

# Education

## MAY 2004

### Bachelor of Arts, University of Virginia, Charlottesville VA