JANET SCAGGS
(b) (6) [redacted]

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Federal Procurement and Contract Specialist with experience working in diverse agencies. Skilled in Government Procurement, Strategic Sourcing and Contract Management. Strong project management and acquisition professional focused on business results.

FORMAL EDUCATION, WARRANT AND ACQUISITION CERTIFICATIONS

(b) (6) [redacted] n, Central Michigan University, MI, (b) (6) [redacted]
Bellevue University, NE, (b) (6) [redacted]
USDA Forest Service – Region 3, Contracting Officer Warrant, $10M Level IIB (Service, Supply, Construction, A&E and Stewardship Procurements), Jul 2015 - Present
Air Force Installation Contracting Agency, Contracting Officer Warrant, Unlimited
Air Force Material Command, Electronic Systems Center, Contracting Officer Warrant, Unlimited
Federal Acquisition Certification (FAC) – Contracting (C), Level III, Current CLP Certification
DAWIA Contracting Level III / DAWIA Program Management Level I

CURRENT WORK EXPERIENCE

United States Department of Agriculture (USDA) Forest Service (FS); GS-1102-13, Region 3 Western Zone Acquisition Management (R3 WZ-AQM) Contracting and Property (C&P) Office; Phoenix, Arizona
Lead Contract Specialist (Supervisory Contracting Officer) Supervisor: (b) (6) [redacted]

Manages acquisition, purchasing, personal property, real property and quarters' activities supporting the Coconino, Kaibab, Prescott and Tonto National Forests, the Interagency Fire Center in Phoenix and the Prescott Fire Cache, Prescott, Arizona.

Leads a team of 14 individuals providing diverse procurement support for services, supplies, construction, architect & engineering, archaeology, environmental and stewardship contracts and Government Purchase Card program for stakeholders. In addition to acquisition activities, regulatory compliance for all real property, personal property, and quarters are successfully managed.

The R3 WZ-AQM C&P Office annually achieves a significant workload. A total of 613 contract actions, totaling $17.6M were obligated by the R3 WZ-AQM Team in FY16; a 10% increase from FY15 with no increase in personnel. In addition, 295 Government Purchase Card Holders and 133 Approving Officials were successfully managed. The R3 WZ-AQM property portfolio consists of 705 personal property assets and 150 housing units.

Recent highlight activities include implementing strategic sourcing initiatives in support of the Four Forest Restoration Initiative (4FRI) program. Strategic contracts include Forest Maintenance Thinning, Tree Marking & Cruising, Road Maintenance, Road Repair and Wildlife Survey & Reports. The R3 WZ-AQM C&P Office increased acquisition awareness in the field with an AQM Road Show presentation at Ranger Districts to program and project managers, resulting in improved requirement packages and a reduction in Government Purchase Card unauthorized commitments.

Current Source Selection Authority for Architect and Engineering project for new District Ranger Office. Project integrates local design and LEED requirements. Acquisition strategy includes design-bid-build and small business sub-contracting.

<u>Previous Work Experience</u>

Department of the Air Force; GS-1102-13, Air Force Installation Contracting Agency, Wright-Patterson AFB, OH; Supervisory Contracting Officer, Strategic Sourcing Flight, Supervisor (b) (6) [redacted]

Specialized experience included creating and implementing enterprise strategic sourcing solutions; developing the acquisition strategy for multi-installation, regional/national requirement objectives, conducting and analyzing spend data, acquisition trends, industry best practices, and recommending courses of action including source selections based on the market research and market intelligence assessments.

AF Force Protection Commodity Council located in San Antonio, Texas; Lead Contracting Officer for the strategic sourcing effort for Combat Airman. A $119.6M global total life-cycle management of the Security Forces equipment – innovative approach to meet mission requirements & warfighter safety. Coordinated efforts with the Small Business Administration, Security Forces, Defense Logistics Agency and Ability One. Developed acquisition plan, source selection plan, request for proposal and evaluation criteria for international supply chain services and commodity distribution.

AF Force Protection Commodity Council – Wright-Patterson AFB (WPAFB), Ohio; contracting subject-matter-expert (SME) for strategic sourcing initiatives with the AF Materiel Command AF Life Cycle Management Center Aircrew Protective System. As Lead Contracting Officer on a cross-functional team, a detailed analysis of the current spend and processes identified and produced objectives and action plans to resolve current acquisition gaps for Air Force aircrew members.

Conducted an AF assessment using a rate, process, and demand savings business model for Transient Alert (aircraft) Services for all AF bases located within the United States. Facilitated discussions with vendors, installation contracting offices, and contracting officer representatives to obtain best practices and contracting trends. Results were briefed and well-received from major command senior officials in the logistics community and Secretary of the Air Force for Acquisition, Contracting. Received approval to develop national contract vehicle for Transient Alert Services for the AF.

Performed workload distribution for three civilians and fourteen military contract specialists based on proficiency, career progression, rank/grade, and balance of military and civilians on teams.

Provided monthly in-depth contracting training to the contract specialists - using AF systems, logistics, and operational contract file content indexes for cradle to grave file maintenance. Training covered required documentation, templates, lessons learned, and best practices.

Department of the Air Force; GS-1102-12/13, Electronic Systems Center (ESC), WPAFB, OH
Procurement Analyst: Systems Contracting, Product Center AF PEO, Business Office: Acquisition and Program Support. Supervisor: (b) (6) [redacted]

Specialized Experience included analyzing and evaluating contracting matters; initiating, developing, and recommending contracting policies, procedures, guidance, and controls for local contracting activities; provided recommendations on contracting matters to directors, source selection authorities, project managers, contracting officers and contract specialists. Daily Procurement Analyst duties and responsibilities included reviewing procurement documents, procurement impact analysis and recommendations to the Senior Center Contracting Officer, Chief of the Contracting Office, Competition Advocate and clearance approving officials.

Specifically reviewed and analyzed all contracting acquisition documents and clearance actions totaling over $2B annually. The ESC portfolio at Wright-Patterson AFB included two acquisition category (ACAT) I programs, legacy IT systems and new IT enterprise systems in development. Provided weekly policy updates and program status at Director's staff meetings. Conducted numerous training sessions for Program Managers, Contracting Officers, Contract Specialists, Source Selection Teams and Source Selection Authorities. Training sessions included the Justification and Approval process, Source Selections, Procurement Integrity, Past Performance, EPLS, FAPIIS, SAM, Market Research and contract file administration.

Contracting Officer: Systems Contracting, Business Information Systems and ACAT I Expeditionary Combat Support System, Product Center, Air Force Program Executive Office (AF PEO)

Completed a $30M undefinitized contract action (UCA) from inception to definitization. Contact definitization modification was awarded within 150 days, 30 days ahead of schedule and negotiated a price reduction of $250,000 for system sustainment. Received organizational Notable Achievement Award.

Performed duties as the sole Contracting Officer in a flight with six contract specialists, four new to the Government and systems contracting. Conducted several one-on-one training and small group training sessions to contract specialists.

Authored a contract modification to exercise an option year of a $62M contract. Detailed analysis in GSA rates and hours resulted in a re-negotiated bi-lateral option and substantial savings. Continuously monitored the contractor's performance for compliance with terms and conditions of the contract; consents to sub-contract and determine the extent to which subcontracting plans complied with regulatory guidelines and established plan.

Continuous learning highlight: Business Professional Certification Program and NCMA Certification
Certified from SAF/AQC: DoD Source Selection Procedures, Train the Trainer
Procurement Analyst of the Quarter; Notable Performer Award by contractor (cash award)
Electronic Systems Center Team of the Year (2-years)

Department of the Air Force; GS-1102-9/11, Contract Specialist, 88 Contracting Squadron
Outsourcing and Privatization Flight, Services Flight and Construction Flight, WPAFB, Ohio
Daily duties consisted of Operational Contracting for Construction, Architect and Engineering, Environmental, Supply, Services, and A-76 Studies. Procurement highlights:

Completed cradle to grave acquisitions for Wright Patterson AFB landfill maintenance and base water supply cross-connects. WPAFB landfill maintenance and water disposal systems included several site visits, industry day and complex source selection and post-award conferences for small business set-asides. WPAFB water supply cross connects acquisition involved upgrade design-bid-build acquisition. Conducted architect and engineering design-build source selection for the base coal plant modernization ensuring compliance with numerous EPA regulations and certifications.

As Lead Contracting Officer, completed emergency environmental acquisitions during major water-main break affecting the safety of the base populace and available drinking water. Acquisitions included directed 8a contract for laboratory services, competitive SDVOSB contract for construction/long-term repair and sole source for immediate repair and clean-up.

United States Air Force, Active duty
Air Force and Joint Manpower and Organization Management Analyst. Managed and validated Army, Navy, Marine Corps and Air Force active duty and Reserve manpower resources.

Maintained organizational structure integrity by analyzing functions within the organization and interrelated work processes. Project highlights:

Prepared and presented new organizational structures and realignment of functions to achieve maximum resource utilization during a workforce merger. Utilized new and internal resources to activate new missions; ensured correct skill, size and mix of workforce based on current and projected workload, supervisory span of control and unity of command. Provided solutions to space/supplies/equipment usage and staffing levels.

Effectively managed a $50M competitive sourcing initiative as the Command Competitive Sourcing Manager. Facilitated critical reviews of the Most Efficient Organization (MEO) cost estimates which included an analysis of grade and skill structure, moving costs, personnel availability and retention, and process enhancements.

Facilitated Strategic Planning for senior leadership. Resulted in comprehensive business plans to assist senior leadership and mid-level management in achieving the organization's mission, goals and culture.

AFFILIATIONS

(b) (6) [redacted]