

# WELCOME to the NCMA Aloha Chapter



# History

- Founded in 1959 to service defense industry contracts specialists.
- Expanded scope to all federal agencies, and federal employees in 1960's. Commercial focus late 1990s.
- Conferences started 1960.
- Journal published 1966.
- Contract Management published 1974.
- Certifications launched 1978.
- Seminars implemented 1980.
- World Congress created 1996.
- Website launched 1996. Job board 2000.
- Mission has remained unchanged for 50 years!

# Affiliation

“Recognizing professionals as valued members of the CM community.”

- Membership: 19,000 members.
  - 65% industry, 30% federal employees, 5% academia
  - All federal agencies, 2000 companies.
  - Regular, Associate, Retired, Students, Organizational
- Chapters: 147 chapters across U.S. and internationally.
- Communities of Practice: virtual connections.
- Awards and Honors: professional and volunteer.
- Corporate members and Education partners.

## Mission

- Our mission is to advance the people and practices of contract management.
- Our vision is that contract management is recognized as an essential core organizational competency, mastery of which is required for all organizations to succeed; and that contract management is a business profession, with a recognized body of knowledge, educational programs leading to undergraduate and graduate degrees with contract management emphasis, career progression, and widely adopted performance and practice standards.

# Let's learn about [www.ncmahq.org](http://www.ncmahq.org)

**NCMA - National Contract Management Association**

business success through contract management excellence

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**What's New**

[NCMA Holiday Office Closure Notice](#) - 01/17/2010  
The NCMA office will be closed on Monday, January 18, in observance of Martin Luther King, Jr. Day. Customer service will not be available during this time, however, our Web site remains available for online transactions.

[Call for Interested Members for NCMA's Board of Directors](#) - 01/01/2010  
In accordance with the NCMA National Bylaws, and Association Policy 5-12, National Elections Process, NCMA invites members to submit statements of interest for the position of board director.

[Concern grows over stalled GSA nomination](#) - 01/13/2010  
Martha Johnson was named administrator in April, but a hold by Republican Sen. Kit Bond has left her in limbo.

[Transportation IG finds gaps in contractor enforcement](#) - 01/13/2010  
A new report from the Transportation Department's inspector general found that millions of dollars in stimulus funds have been awarded to companies that the department could have suspended from doing business with the government.

[DHS adds oversight to grants, contracts](#) - 01/11/2010  
Top Homeland Security Department officials say their biggest near-term management priority is providing better oversight of the department's \$2 billion in annual grants and nearly \$15 billion in annual contracts...

[Did top postal exec break contracting rules?](#) - 01/11/2010  
The U.S. Postal Service's top marketing executive directed more than \$1.3 million in sole-source contracts to former business associates since July 2008, according to documents obtained by Federal Times...

[GSA tags Steven Kempf to lead Federal Acquisition Service](#) - 01/11/2010  
The General Services Administration announced on Thursday that it has named Steven Kempf deputy commissioner of the Federal Acquisition Service, the latest in a string of personnel moves at the government's chief procurement shop.

[Jonetta Rose Barras: Procurement cure?](#) - 01/11/2010  
The District's contracting and procurement system has invited waste, fraud and abuse since the days of Marion Barry Jr.'s first mayoral administration. ...

[Top 10 Predictions for government contracting in 2010](#) - 01/11/2010  
What will 2010 hold for Government Contracting? What shape will collaboration take between industry and government in addressing the tough issues of the day? ExecutiveBiz brought that question to top industry leaders. Here's what they're saying...

[Workforce balance boomerangs toward insourcing](#) - 01/11/2010

**Members Only**

Some of NCMA's Web-based resources—our conference presentations and articles from *Contract Management* magazine and the *Journal of Contract Management*—are available only to NCMA members.

If you are not logged in to this Web site as a member, you will see a lock icon like this beside the title of an item that is restricted to NCMA members. If you are a member, you already have a username and password; if you do not know or have forgotten your username or password, please click the [Forgot Password?](#) link below or contact member services at 800-344-8096 or [memberservices@ncmahq.org](mailto:memberservices@ncmahq.org).

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**Contract Management Magazine**

 Inside the January 2010 issue...  
Please [log in](#) to see the full content.  
**Legal Forum**   
By: Jack Horan

**Protecting Proprietary Data Without Compromising Regulatory Compliance**   
By: Bruce Bowland and J. Michael Foley

**Professional Development**   
By: Kim Goff

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**Spotlight**

Learning Made Easy with our **AUDIO SEMINARS**

[Learn more about our seminar offerings—discounts are available on some previously recorded seminars.](#)

 **NAVY AIR CIVILIAN**  
LET'S GET TO WORK.  
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**Manage Your Career**

Have you read the [Contract Management Code of Ethics?](#)

**Jobs**  
Contract Management Jobs.com

**Featured Employment Opportunities**

- [Strategic Sourcing Professional](#)  
Idaho Power Company  
US - ID - Boise
- [Contracts and Grants Officer](#)  
AMIDEAST  
US - DC - Washington
- [Sr. Contracts Manager/ Contracts Manager](#)  
DRS Sonar Systems  
US - MD - Gaithersburg

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## Job Descriptions

### Position Descriptions For The Contract Professional

General position descriptions for contract management practitioners have been developed to provide members of the profession a common starting point for discussions related to professional grade and salary levels, performance expectations, and expected (or required) skills and experience required for advancement through professional levels.

Contract activity has been divided into three levels: [entry](#), [mid](#) and [senior](#) levels. Certain skills and experience are required for accomplishment of complex and/or strategic contract objectives - at both mid and senior levels - whether or not the professional who demonstrates those skills and experience manages professionals at lower levels. Therefore, two separate job descriptions within both the mid and senior level descriptions have been developed: one for management and one for "technical experts" as individual contributors.

No distinction has been made as to whether contract activity is performed for public (federal, state and/or local government) customers, or strictly commercial entities. The required skills and experience levels remain the same, even though the contract professional may need to master those skills with specific knowledge and in the context of public procurement regulations, or with primary reliance on commercial contract principles embodied in the Uniform Commercial Code.

No distinction has been made as to whether contract activity is conducted directly with the ultimate (prime) customer; or whether the activity is conducted with third parties (subcontractors) in fulfillment of prime contracts. Simple purchasing (and routine or simple subcontract activity) is not intended to be included. But the descriptions are broad enough to encompass the required skills and experience necessary to accomplish significant, major and/or complex and strategic subcontracts and partnering alliances critical to the success of the business.

No specific titles are designated for any position levels. Too many variations in professional titles - and modifiers to those titles - make it difficult to compare and contrast personnel management within the profession. It is the responsibility level, required skills and experience, and interface relationships that are the important focus of these descriptions.

Position descriptions have not been developed for the lowest level contract position - deemed to be strictly clerical in nature; or the highest-level contract position - deemed to be executive level where the individual may function as a corporate officer.

### Entry Level Contract Professional

#### Complexity

Contract activity with low to moderate risk to business unit, per standard policy. Includes defined, repetitive functions. Typically handles routine or standard form contract agreements and related documentation in accordance with established contract policies and procedures. Requires a minimum of independent business judgment and a high degree of management attention.

#### Responsibilities

Reviews solicitations and prepares routine response for proposals, bids, and contract modifications. May also prepare simple requests for proposals. Analyzes contract requirements, special provisions, terms and conditions to ensure compliance with appropriate laws, regulations, corporate policies and business unit procedure. Drafts and negotiates simple contractual instruments commensurate with skills and grade level. Communicates contract policy and practice to internal business teams. Ensures contract review, approval and execution in accordance with corporate and/or business unit guidelines. Prepares and administers routine correspondence, negotiation memoranda, and contract documentation to ensure timely and coordinated submittal. Prepares, organizes and maintains contract records and files documenting contract performance and compliance. May conduct research to support contract audit and or facilitate business unit contracting trends. Performs contract closeout activities. Assists mid- to high-level contract professionals in working with internal or external business teams on issues and developments relative to assigned contracts.

#### Skills/Abilities

Basic to working knowledge of corporate policies and procedures. Basic to working knowledge of contracting concepts, Uniform Commercial Code, applicable international contract law, or public contract acquisition law and regulations. Good to strong analytical and communication skills. Ability to draft simple contractual instruments in accordance with prescribed templates and guidelines.

#### Related Resources

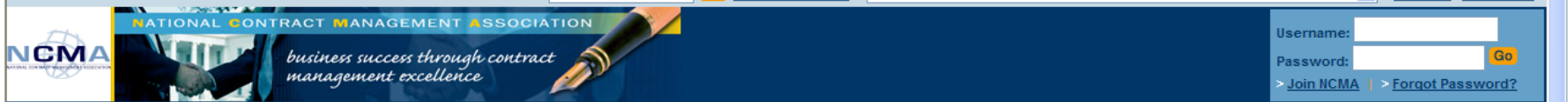
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### Careers

ContractManagementJobs.com (NCMAjobs.com) is the premier electronic recruitment resource for the industry. Here, employers and recruiters can access the most qualified talent pool with relevant work experience to fulfill staffing needs.

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**Job Seekers**

**Employers**

Whether you're looking for a new job, or ready to take the next step in your career, we'll help you find the opportunity that's right for you.

Target your recruiting and reach qualified candidates quickly and easily. Simply complete our online Registration Form and start posting jobs today!

# \$ALARY SURVEY

The 2008 Contract Management Salary Survey report demonstrates that contract management professionals are highly experienced, extremely well-educated people. It also demonstrates that if you are in the contract management profession, you are being well rewarded (or you should be!) in terms of salary and bonus. Whether you are a professional negotiating a pay raise with your boss, a department manager fighting for salary adjustments for your employees, or a corporate human resources professional trying to fairly assess the proper pay levels for your organization's contract management staff, this report provides the answers you need.

[Executive Summary](#)

Available now in our online store!

### Career Information

#### The Profession: What is a contract manager?

What skills do I need to have? What duties and responsibilities are involved? These questions and more are answered here with our job descriptions, salary survey, and link to our career Web site: [www.contractmanagementjobs.com](http://www.contractmanagementjobs.com).

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Your challenge begins at:  
[www.Fluor.com/LOGCAP](http://www.Fluor.com/LOGCAP)

## Audio Seminars are Back!

- NCMA's webinars are live, 90-minute online events combining real-time presentation with phone conferencing. Speakers use prepared presentation slides that are available for viewing and download by the participants during the live session. The typical format of the program is for the speaker(s) to make a 60-minute presentation, followed by 30-minute Q&A period (both live over the phone and responding to questions sent via chat room). **Participants earn 1.5 CPEs.**
- **Types of Contracts** Thursday, January 28, 2010
- **Bid Protesting** Tuesday, February 9, 2010
- **ITAR Compliance and Audits** Tuesday, February 23, 2010

CMLDP Class of 2010 – 2011

## **NCMA Contract Management Leadership Development Program**

- Call for nominations will begin May 1, 2010
- In 2009, over 100 applications made, 30 selected
- Purpose is to develop future Chapter leaders

NCMA National Education Seminar  
15 April 2010--Thursday  
8:30 to 4:30 p.m.  
Ford Island Conference Center

Presented by the

## Aloha Chapter and National Office

### ABOUT THE PROGRAM:



Building a contract, in both the public and private business sectors, which meets or exceeds the requirements of the buyer and seller is indeed a challenge, especially in a world of high expectations and demanding customers. This seminar provides a comprehensive roadmap or series of steps, which can be taken by both buyers and sellers to achieve mutual business success.

The focus of this seminar is on the art and science of building a winning contract by: creating appropriate and professional solicitations (request for quotes, invitations for bids, request for proposals, etc.); developing successful bids/proposals (including verbal presentations); and conducting efficient, cost effective, and value-added source selection.

### Speakers:

Diane E. Foucher CPCM, CFCM,  
Fellow  
Naval Air Warfare Center  
Weapons Division

Every attendee will receive a copy of *Solicitations, Bids, Proposals, and Source Selection* and workbook of the same title.

Earn 7 continuing education hours by attending this one full-day seminar!

### Course Outline

- Unit 1: The Buying and Selling Lifecycle (Exercise: Q&A)
- Unit 2: Pre-bid/Proposal Phase: Procurement Planning, Solicitation Planning, and Preparation
- Case Study: Acquisition Strategy
- Unit 3: Pre-bid/Proposals Phase: Pre-sales Activities and Bid/No Bid
- Unit 4: Bid/Proposal Phase: Bid/Proposal Development and Reviews
- Case Study: IT Managed Services
- Unit 5: Bid/Proposal Phase: Source-selection Planning and Evaluation
- Unit 6: Post-bid/Proposal Phase: Contract Negotiation and Formation

**Location:** Ford Island Conference Center

**Date:** April 15, 2010

**Duration:** 8:30 am – 4:30 pm

**Check – in:** 7:45 AM

Please contact the NCMA Chapter Registrar  
Name for more information.



Kim Hollmann  
571-382-1111  
LearningCenter@ncmahq.org





SOLICITATIONS, BIDS, PROPOSALS, AND SOURCE SELECTION

NATIONAL EDUCATION SEMINARS

Presented by the

Aloha Chapter and National Office

Date: April 15, 2010

Duration: 8:30 am – 4:30 pm, Check-in: 7:45 am

Registration Fees (includes seminar materials and meals)

Advance (on or before March 25, 2010)

- Member Price: \$270.00
Non-Member Price: \$305.00
New Member Price: \$380.00\* (\$110 membership payable to NCMA/\$270 registration-separate payments only)

Regular (after March 25, 2010)

- Member Price: \$295.00
Non-Member Price: \$345.00
New Member Price: \$405.00\* (\$110 membership payable to NCMA/\$295 registration-separate payments only)

\*Regular 1 year membership is \$130; the \$20 initiation fee is waived if payment completed with this registration.

Register Now! Location

E-mail: LearningCenter@ncmahq.org
Subject: NES Registration

Ford Island Conference Center (FICC)
Bldg 89

Fax: 703-448-0939
Attn: NES Registration

Mail: NCMA Attn: Education Department
21740 Beaumeade Cir, Ste 125 Ashburn, VA 20147

Participant Information - Print Clearly

Name: \_\_\_\_\_ NCMA Member #: \_\_\_\_\_
Title: \_\_\_\_\_
Organization: \_\_\_\_\_
Address: (W/H) \_\_\_\_\_ Suite/Apt.#: \_\_\_\_\_
City: \_\_\_\_\_ State, Zip: \_\_\_\_\_
Phone Work: ( ) - X. Fax: ( ) -
E-mail: \_\_\_\_\_
Emergency Contact: \_\_\_\_\_ EC Phone: \_\_\_\_\_

Check here if you require special assistance or have special meal requirements

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Payment Method

Check Enclosed: Payable to NCMA
Credit Card: AMEX VISA MasterCard Discover
Total Charge Amount: \$
Card Number: Exp. Date:
Name on Card: Signature:

Payment must be made at the time of registration. NCMA accepts MasterCard, Visa, American Express, Discover, and personal/company checks. NCMA does not accept purchase orders or requests for invoicing. Registrations must be received April 8, 2010 (5:00 PM ET). If not received by April 8, 2010 (5:00 PM ET), you must register on site. Space is limited, please plan accordingly. For planning purposes, please contact the Chapter Registrar if you intend to register onsite. Each individual must complete a separate registration form.

Cancellations, Substitutions, and Requests for Refunds
All cancellations, substitutions, and requests for refunds must be submitted in writing. Substitutions are welcome! Registrants who are unable to attend the training must fax or e-mail their cancellation or refund request to the attention of Kim Hollmann at 571-382-1111, learningcenter@ncmahq.org, on or before April 8, 2010 (5:00 PM ET). A \$75 administrative fee will be applied to all cancellations received before April 8, 2010 (5:00 PM ET). No refunds will be issued for cancellations received after April 8, 2010 (5:00 PM ET). Refunds will not be issued for no-shows. Additional inquiries, contact the registrar at 571-382-1111.

Next Meeting is scheduled for  
Wednesday, 17 March  
Hickam NCO Club

Speaker, David Brock, Chief Regional  
Contracting Office, Hawaii  
413<sup>th</sup> Contracting Support Brigade



These Slides will be posted on the  
Chapter Website:

[WWW.NCMAHI.ORG](http://WWW.NCMAHI.ORG)

