



NCMA Contracts Training Seminar

Tuesday, October 16th

7:30 am – 12 pm (4 CPEs)

Check-in and Networking: 7:30 a.m. to 8:00 a.m.

Breakfast will be provided

Location:

Harris Communications

“West 1” Entrance

97 Humboldt Street

Rochester, NY14609

Training presented by:

The Federal Market Group

Instructors Daniel Jacobs and Bonnie Ross

Topics to be Covered:

- Module 1: Market Research
- Module 2: Project Management Tools and Techniques
- Module 3: High Performance Team Building

[See below for additional details on Agenda and Topics]

This event is open to members, non-members,
business development professionals, program managers, students, and others.

Hosted by NCMA Finger Lakes Chapter 2018 Officers:

President: Kristen Marcera

Vice President: Tammy Worden

Treasurer: Adam Bobeck

Secretary: Sindy Woodhams



Registrant Information

Full Name: _____
Last First M.I.

Company: _____

Address: _____
Street Address

City State ZIP Code

Work Phone: _____ Cell Phone: _____

Email _____

NCMA Member: **Yes / No** Method of Payment: PayPal Cash at Event Check at Event

For Non-Members, do you plan to join NCMA during the event? **Yes / No**

Due to security protocols at the Harris Facility, all registrants will check-in at the Security desk. You will need to provide a government-issued ID such as a driver's license or passport (birth certificate is not required). If you are a foreign national, please indicate so on your registration please note upon registration if you are a foreign national.

Select one: **US Citizen** **Foreign National**

Send completed registration to NCMA.FLNY@gmail.com

Acceptable forms of payment:

- **Secure online payment via PayPal at: paypal.me/NCMAFLNY**
- **Cash or Check at the event**

TRAINING AGENDA AND TOPICS

TIME	MODULE	TOPICS
7:30	Check-In and Networking	Check into registration, networking, and light refreshments provided
8:00	Welcome and Introductions	Welcome of attendees, review of ½ Day training agenda, and introduction of speakers
8:15	Module 1: Market Research – A Proactive Approach for Planning, Crafting Acquisition Strategies, Solicitations and Contracts	This module discusses how market research is a continuous process during the acquisition lifecycle for gathering data on product characteristics, suppliers' capabilities, costs and the business practices/trends that surround them - plus the analysis of that data to make smart acquisition decisions.
9:15	15 Minute Break	
9:30	Module 2: Project Management Tools and Techniques – Best Practices for Defining the Requirements and Managing Performance Risk	This module discusses using various project management tools as a risk management approach for baselining project requirements and effectively managing the contract triple constraints: Scope, Cost, and Schedule.
10:30	15 Minute Break	
10:45	Module 3: High Performance Team Building – Developing a Most Effective Organization (MEO) and Eliminating the Silos	This module explains how operating in silos is a destructive organizational/team structure in accomplishing mission objectives. This course will explain how using cooperation, communication, and collaboration are the three keys to breaking down barriers and working across silos.
11:45	Wrap Up	



Daniel M. Jacobs, CPCM, CScM, CMC, PRT, Chairman, CEO, The Federal Market Group, is recognized as one of the nation's leading authorities on public contracting. Mr. Jacobs is also Chairman of the Subcontract Management Institute (ScMI) and a Director of the Procurement Round Table (PRT). Prior to founding the Federal Market Group, Mr. Jacobs was Vice President of Mechanical Projects, Inc. and Principal/Managing Partner of Jacobs & Associates Mechanical Engineering and Contracting.

Mr. Jacobs is the Director of Training for the FMG DAU/FAI FAC-C Contracting Officer Certification Program and former adjunct faculty at the George Mason University School of Public Policy and George Washington University School of Business. He is the subject-matter-expert for the General Services Administration Federal Acquisition Institute (GSA/FAI) government-wide training program on Source Selection. Mr. Jacobs currently serves as a Procurement Round Table (PRT) Director, comprised of recognized experts in federal acquisitions (by invitation only) who advise the Federal Government.

Mr. Jacobs is a National Contract Management Association (NCMA) Fellow, past National President (1987-88), recipient of The Charles A. Dana Distinguished Service Award, an Honorary Life Member Award and a member of the NCMA Board of Advisors. He is Chairman Emeritus, Board of Trustees, of the non-profit foundation, Contract Management Institute (CMI). He is also a member of the Project Management Institute (PMI), the Institute of Management Consultants (IMC), the Professional Services Council (PSC) and National Council for Public-Private Partnerships (NCPPPP), the Association for the Improvement of American Infrastructure (AIAI), and the Association for Strategic Planning (ASP).

Mr. Jacobs is a recipient of the "Hammer Award" for contributions to the National Partnership for Reinventing Government (NPR). Widely published, he is principal author of *Building a Contract: Solicitations/Bids and Proposals – A Team Effort*, NCMA, 1990. He is the author of, *Federal Government Contracting: The System/The Process*, FMP, 1989; *The Integrated Project/Team (IPT)*, FMP, 2000; *The Desktop Reference Guide for Contract Management*, FMP, 2001 and *The Art of the Possible: Create an Organization with No Limitations*, FMP/Amazon.com, 2010.

Mr. Jacobs holds a Bachelors in General Engineering from North Carolina Wesleyan College, a Masters in Government Contracts from George Washington University School of Government and Business Administration. He has completed additional graduate work in engineering, business and contracts at Old Dominion University, The College of William and Mary and George Washington University. In addition, through examination, he earned the designation of Certified Professional Contracts Manager (CPCM), Certified Subcontracts Manager (CScM) and Certified Management Consultant (CMC)(ISO).



Bonnie Ross, CScM, Managing Partner Capture Strategies, the Federal Market Group has over 25 years of experience in proposal management, capture management, government contracting, project management, and government relations working with government and industry clients in the areas of transportation, infrastructure, energy, environmental, biopharmaceutical, R&D, defense, technology, public private partnerships (P3s), and major support programs. She is proficient in identifying; pursuing and capturing significant government grant and contract opportunities ***leading a capture strategy practice for the Federal Market Group that has won more than \$30 billion in government contracts for clients.***

Ms. Ross also serves as President of The Subcontract Management Institute (ScMI®), a non-profit corporation chartered to establish and maintain the Subcontract Management Body of Knowledge© as the Global standard and Certification of Subcontract Managers and Technical Representatives.

Ms. Ross is currently an instructor in contracting programs for The Federal Market Institute and is former adjunct faculty for George Mason University in the School of Public Policy Project Management and Government Contract Administration curriculum. Ms. Ross additionally conducts public speaking at conferences, seminars, and webinars on a variety of topics (e.g. Acquisition Planning, Market Research Source Selection, Bids and Proposals, Contracts and Subcontracts Management, Project Management, Risk Management, Strategic Planning, and Capture Management).

Ms. Ross was formerly with Capitol Capture Strategies (Managing Partner), Thompson Ross Associates (Managing Partner), Sabo Government Relations Group Inc. (Vice President), and Quality Plus Construction (Vice President Finance).

Ms. Ross holds Bachelors' Degrees in Accounting and Business Management (minored in Political Science and Economics) from North Carolina State University in Raleigh, North Carolina. She is a Certified Subcontracts Manager (CScM).

Ms. Ross' professional organization memberships include: National Contract Management Association (NCMA), National Grants Management Association (NGMA), Association of Proposal Management Professionals (APMP), Project Management Institute (PMI), Next Level Purchasing Association (NLPA), and Association for Strategic Planning (ASP).