


AGENDA ITEM #6D & 6E
January 20, 2015

Action

MEMORANDUM

January 15, 2015

TO: County Council

FROM: Linda Lauer, Clerk 

SUBJECT: Appointments to
1) Minority Owned and Local Small Business Task Force, and
2) Procurement Policies and Regulations Task Force

The selection panel consisting of Patricia Vitale, Chief of Staff for Council President Leventhal, and Adam Fogel, Chief of Staff for GO Committee Chair Navarro, conducted a review of applications and resumes. After consultation with the other Councilmembers' Chiefs of Staff, the selection panel recommends the following applicants for appointment:

Minority Owned and Local Small Business Task Force:

Mayra Bayonet ©1	Margo Briggs ©6
Cherian Eapen ©10	Warren Fleming ©14
Janice Freeman ©18	Julian Haffner ©20
Leon Hollins ©23	Herman Taylor, Chair ©26
Bethsaida Wong ©30	

Procurement Policies and Regulations Task Force:

Charles Atwell ©34	Wayne Cobb ©36
Tom Creamer ©40	Eppie Hankins ©44
Robert Henley ©47	Linda Moore ©49
Daniel Parra ©55	David Robbins, Chair ©59
Jan Zappold ©65	

Background

The two Task Forces were established on October 28, 2014, by Resolutions 17-1253 and 17-1254 (copies attached). The Task Forces must submit a final report to the Council not later than September 15, 2015.

January 15, 2015
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This packet contains:

Circle #

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Resolution 17-1253, Minority Owned and Local Small Business Task Force	C-D
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Montgomery County Council

For Immediate Release

October 28, 2014

Contact: Neil H. Greenberger 240-777-7939 / Delphine Harriston 240-777-7931 / Namita Acharya 240-777-7819

Montgomery County Council Seeks Applicants for 2 Task Forces on the County Procurement Process

Deadline for Applications Is Wednesday, Dec. 3, at 5 p.m.

ROCKVILLE, Md., October 28, 2014—The Montgomery County Council is seeking applicants for positions on two recently established task forces to study potential reforms of the County procurement system.

The task forces the Council established are the:

- Minority Owned and Local Small Business Task Force
- Procurement Policies and Regulations Task Force

Applications must be received no later than 5 p.m. on Wednesday, Dec. 3. **Persons interested in applying should indicate the task force on which they are interested in serving or whether they would be willing to serve on either one.**

Each task force will consist of nine members (at least seven on each must be County residents) appointed by the Council. The Council will designate one member of each group as its respective chair. The task forces must solicit suggestions for potential reforms of the County procurement system from elected officials, County residents, business and community leaders, County and agency employees, and other stakeholders.

The task forces must submit final reports to the County Council by Sept. 15, 2015.

The Minority Owned and Local Small Business Task Force was established to provide options for reform of the County programs for minority owned businesses

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and local, small businesses to ensure that the procurement process is open to all vendors without regard to race, gender, national origin, disability or size of organization. The County's Minority/Female/Disabled (MFD) and Local Small Business Reserve programs are designed to eliminate the effects of discrimination in the marketplace on the award of County procurement contracts.

The Procurement Policies and Regulations Task Force was established to provide options for the reform of the County procurement system. Simplifying the procurement process would increase the number of vendors who seek to do business with the County, resulting in better value and lower prices.

The task forces will be composed of members who are experienced in government, business or non-profit service delivery, or who otherwise have experience and expertise in government contracting. A person appointed to the task forces must not be employed by County government or any County-funded agency.

Letters of application expressing interest, including a resume listing professional and civic experience, should be addressed to: Council President Craig Rice, County Council Office, Stella B. Werner Council Office Building, 100 Maryland Avenue, Rockville, Maryland 20850. Applications can also be submitted via email to county.council@montgomerycountymd.gov.

Applications must be received no later than 5 p.m. on Wednesday, Dec. 3. Letters of application and resumes are made public as part of the appointment process and are available for public review. After the closing date, the Council will review the applications and resumes for designation to the task forces. The Council anticipates making the appointments by Jan. 20.

#

Resolution No.: 17-1253
Introduced: October 28, 2014
Adopted: October 28, 2014

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: Councilmembers Navarro, Branson, Riemer, and Council President Rice

SUBJECT: Minority Owned and Local Small Business Task Force

Background

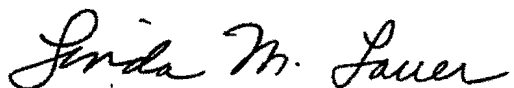
1. The County's current procurement laws and regulations are complex and difficult to navigate for both using departments and vendors.
2. County procurement contracts should be awarded competitively and provide the County with high quality goods and services at reasonable prices.
3. The County procurement process must be open and inviting to all vendors without regard to race, gender, national origin, disability, or size. The County must eliminate the effects of discrimination in the market place on the award of County procurement contracts.
4. The County retained Griffin & Strong, PC (GSPC) to conduct a quantitative analysis of the County's contracting history between July 1, 2007 and June 30, 2012. Within each relevant market, GSPC compared the percentage of firms in each race, ethnicity, gender, and disability group that are qualified, willing and able to perform services used by the County with the percentage of dollars spent by the County on firms in each MFD group. GSPC used this analysis to determine if each MFD group was underutilized or overutilized in each relevant market. GSPC further analyzed the results to determine if the underutilization observed was statistically significant and if the underutilization could be attributed to the MFD status of the firms through both a regression analysis that controlled for other possible explanations, such as business size or experience, and anecdotal evidence.
5. GSPC found a statistically significant underutilization due to the MFD status of the owner for some MFD groups in each procurement category.
6. The County procurement laws have had a preference for minority owned businesses for more than 30 years and a preference for small, local businesses since 2005.
7. To provide options for reform of the County programs for minority owned businesses and local, small businesses, the County Council should create and empower a Montgomery County Minority Owned and Local Small Business Task Force whose recommendations must be presented to the Council.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

1. The County Council must create a Minority Owned and Local Small Business Task Force not later than January 20, 2015. The Council must appoint 9 members and designate one member as Chair of the Task Force.
2. The Task Force must be composed of persons who are experienced in government, business, or non-profit service delivery, or who otherwise have experience and expertise in government contracting. A person appointed to the Task Force must not be employed by County government or any County-funded agency. At least 7 of the members must be County residents at the time of appointment.
3. The Task Force must solicit suggestions for potential reforms of the County procurement system from: elected officials; County residents; business and community leaders; County and agency employees; and other stakeholders. Council staff must provide support to the Task Force.
4. The Task Force must submit its final report to the Council not later than September 15, 2015. The report must contain the Task Force's recommendations to reform the County procurement system. For each recommendation, the Task Force's report must include the rationale.

This is a correct copy of Council action.



Linda M. Lauer, Clerk of the Council

Resolution No.: 17-1254
Introduced: October 28, 2014
Adopted: October 28, 2014

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: Councilmembers Navarro, Branson, Riemer, and Council President Rice

SUBJECT: Procurement Policies and Regulations Task Force

Background

1. The County's current procurement laws and regulations are complex and difficult to navigate for both using departments and vendors.
2. County procurement contracts should be awarded competitively and provide the County with high quality goods and services at reasonable prices.
3. Simplifying the County procurement process would increase the number of vendors who seek to do business with the County and result in better value and lower prices.
4. To provide options for the needed reform of the County procurement system, the County Council should create and empower a Montgomery County Procurement Policies and Regulations Task Force whose recommendations must be presented to the Council.

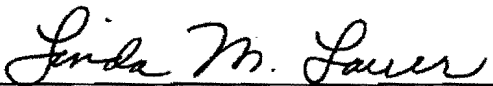
Action

The County Council for Montgomery County, Maryland approves the following resolution:

1. The County Council must create a Montgomery County Procurement Policies and Regulations Task Force not later than January 20, 2015. The Council must appoint 9 members and designate one member as Chair of the Task Force.
2. The Task Force must be composed of persons who are experienced in government, business, or non-profit service delivery, or who otherwise have experience and expertise in government contracting. A person appointed to the Task Force must not be employed by County government or any County-funded agency. At least 7 of the members must be County residents at the time of appointment.

3. The Task Force must solicit suggestions for potential reforms of the County procurement system from: elected officials; County residents; business and community leaders; County and agency employees; and other stakeholders. Council staff must provide support to the Task Force.
4. The Task Force must submit its final report to the Council not later than September 15, 2015. The report must contain the Task Force's recommendations to reform the County procurement system. For each recommendation, the Task Force's report must include the rationale.

This is a correct copy of Council action.


Linda M. Lauer, Clerk of the Council

Resolution No.: _____
Introduced: January 20, 2015
Adopted: _____

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: Appointments to Minority Owned and Local Small Business Task Force

Background

1. Resolution No. 17-1253 adopted on October 28, 2014, established the Minority Owned and Local Small Business Task Force to provide options for reform of the County programs for minority owned businesses and local, small businesses.
2. The Task Force must be composed of persons who are experienced in government, business, or non-profit service delivery, or who otherwise have experience and expertise in government contracting. A person appointed to the Task Force must not be employed by County government or any County-funded agency. At least 7 of the members must be County residents at the time of appointment.
3. The Task Force will make recommendations to reform the County procurement system in a final report to be submitted to the Council not later than September 15, 2015.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

1. The following individuals are hereby appointed to the Minority Owned and Local Small Business Task Force:

Mayra Bayonet
Cherian Eapen
Janice Freeman
Leon Hollins
Bethsaida Wong

Margo Briggs
Warren Fleming
Julian Haffner
Herman Taylor

2. The Honorable Herman Taylor will serve as Chair.

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council

Resolution No.: _____
Introduced: January 20, 2015
Adopted: _____

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: Appointments to Procurement Policies and Regulations Task Force

Background

1. Resolution No. 17-1254 adopted on October 28, 2014, established the Procurement Policies and Regulations Task Force to solicit suggestions for potential reforms of the County procurement system.
2. The Task Force must be composed of persons who are experienced in government, business, or non-profit service delivery, or who otherwise have experience and expertise in government contracting. A person appointed to the Task Force must not be employed by County government or any County-funded agency. At least 7 of the members must be County residents at the time of appointment.
3. The Task Force will make recommendations to reform the County procurement system in a final report to be submitted to the Council not later than September 15, 2015.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

1. The following individuals are hereby appointed to the Procurement Policies and Regulations Task Force:

Charles Atwell
Tom Creamer
Robert Henley
Daniel Parra
Jan Zappold

Wayne Cobb
Eppie Hankins
Linda Moore
David Robbins

2. Mr. David Robbins will serve as Chair.

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council

Bayonet

Mayra Bayonet

November 23, 2014

Council President Craig Rice,
100 Maryland Avenue,
Rockville, Maryland 20850

Dear Mr. Rice:

I am writing to express my interest in the position for the Minority Owned and Local Small Business Task Force, available through the Montgomery County Council. I am passionate about advocating for the small business community, currently from the non-profit field. I believe I can be a valuable addition in efforts to provide options for reform of the County programs for minority owned businesses and local, small businesses. It would be my privilege to serve my community and further my participation and commitment to the Minority Owned and Local Small Business Task Force, through this position.

I have 34 years of experience providing community-planning-engagement service. I have worked as a public servant within the Rockville City government, as well for the City of Santo Domingo government in Dominican Republic. In my work as a public servant, I have gained knowledge of various laws, regulations, and strategies that have proven useful in community engagement and outreach, used specifically with ethnic, minority, and economically-challenged populations. In my work, I have interacted with a wide variety of people ranging from neighborhood residents to elected and appointed officials. I have dealt diplomatically with ethnic communities with diverse educational and income levels. Based on my fluency in Spanish, I have provided translation services to a number of local departments on a variety of issues, many of great importance to the residents who are trying to understand the requirements of government laws and regulations. I am proud of my ties to the local small business communities and am passionate in the services I am able to provide them.

I have participated and enjoyed several volunteer and nonprofit roles including: election judge, volunteer for the District 15 election site, canvassing volunteer for Governor O'Malley's campaign, phone banking volunteer for the 2008 and 2012 Obama campaigns, participant at the Latino Leaders Network lunches and presentations, "Plan Maryland" working group member, and many more. Additionally, I am a registered voter in the state of Maryland and have been actively involved in Montgomery County's Democratic Party for many years. After less than two years as a member of the County Executive's Latin American Advisory Group, I was recently chosen to be a Co-Chair of the LAAG.

Please consider my candidacy to be member of the Minority Owned and Local Small Business Task Force. Attached, you will find my resume and contact information. I look forward to the opportunity by which I can contribute my expertise.

Sincerely,

Mayra Bayonet

Mayra Bayonet Resume

Mayra J. Bayonet

Professional Profile

I am a Spanish-speaking professional with over 34 years providing community outreach services. My skills and experience are as follows:

- Strong background in community planning, community outreach, community organizing, and development review emphasizing planning areas, sector-neighborhood, and corridor plans.
- Experience planning, organizing, promoting and directing a variety of programs to enhance community engagement.
- Experience establishing and maintaining effective working relationships with individuals, groups, and agencies that exemplify the racial, ethnic, cultural, and religious diversity of the Washington D.C. metropolitan area.
- Expertise and experience in comprehensive planning, with a smart growth focus
- Fluent in Spanish with extensive knowledge and experience working with the Latino community.
- Advocate for minority-owned and women-owned small business owners.
- Expert in managing public participation processes.
- Proven ability to work and engage in collaborative problem-solving with municipalities.
- Strong project management skills with experience implementing management and programmatic policies and strategies.
- Demonstrated ability to function well within multidisciplinary teams for researching, analyzing studies, and developing sound and appropriate recommendations on issues regarding growth projections and best practices on state, regional and local levels.

Professional Accomplishments

Community Outreach

- Organizes and delivers trainings, seminars, webinars, networking events, key topic presentations, fundraisings, and other events that connect businesses with the community. Conducted a series of surveys in 2014 events, to gain a better understanding of critical issues and community perceptions and attitudes related to the small business community. Established a strategic alliance with the Ana G. Mendez University System so that they could host the Chamber's technical assistance seminars.
- Organized and conducted charretes, community workshops and multiple stakeholder meetings to generate positive community feedback that served as the basis of Rockville Pike Plan. Participated as a representative of the City of Rockville. Identified community leaders that reflected the diversity of the City's residents and promoted volunteerism and service by a variety of immigrant groups. Worked with community leaders ensuring that the needs of their communities were met in the Rockville Pike Plan.
- Helped to organize neighborhood advisory committee meetings and facilitated discussions about the intended impact of the East Rockville and Lincoln Park Neighborhood Plans on the community. Helped the Latino community present its needs and issues to City government regarding these plans.

- Explained and interpreted zoning regulations and procedures to citizens, applicants and other agencies and departments.
- Participated in discussions, debates, and hearings regarding alternative land use in Santo Domingo. Explained and interpreted zoning regulations. Facilitated communication between municipal government and residents. Entered into negotiations in attempts to reach compromises on particular regulations with individuals, groups, government and private-sector organizations.

Project Management

- Assists in the creation of a Latino small business association so that small business owners get prepared to overcome the challenges of redevelopment they are facing continuously in the Wheaton area. Advocates on behalf of the Hispanic Chamber of Commerce's constituency to achieve social, educational and economic advantage and fairness in front of the law.
- Project manager for the development of the Rockville Pike Plan. Performed population, housing, social and economic, urban design and other specialized studies of the City, and adjacent areas in support of the Plan. Coordinated the review of Plan process within the department, among other departments and outside agencies. Represented the City at County committee meetings - White Flint Implementation Advisory Committee, BRT Task Force. Maintained a budget for the Plan.
- Carried out program manager responsibilities for the Twinbrook Neighborhood Plan. Researched new procedures, practices and processes that enhanced the City's ability to adequately address changing demographics, housing availability and economic activities. Identified the assets, needs, issues, and concerns of the residents of the Plan area with special emphasis on the Latino community.
- Attended training in 'Project Management: A Systems Approach' given at the UMBC Trainings Center in November 2007.
- Attended 'NCI Complete Charrette Planner and Manager Training' given by the National Charrette Institute in May 2007.

Urban Planning

- Participates bi-weekly in discussions about the implementation and activities of the Purple Line route throughout Montgomery County. Builds understanding and consensus on approach to common issues across the corridor.
- Designed and implemented planning programs and studies for the Rockville Pike Plan intended to promote orderly growth and development of the corridor study within its boundaries. Reviewed and prepared written recommendations on development capacity for Plan.
- Assisted in developing plans and reports affecting City growth development and disseminated demographic information and projections for East Rockville and Lincoln Park Neighborhood Plans.
- Administered development review for building permits in Fallsgrave.
- Conducted land use, demographic, and utility/public services research for City of Rockville planning projects.
- Projected and drafted placement of cable television in new communities throughout Montgomery County.
- Planned and designed urban areas for parks, recreational facilities, and commercial sites. Supervised construction of recreational sites.
- Researched, analyzed, and surveyed typical community land use and zoning issues in

Santo Domingo, including study on disadvantages and advantages of alternative land use. Prepared and issued urban impact statements outlining recommended strategies and necessary amendments to proposed urban plans.

- Attended 'Form-Based Codes: Design Intensive Workshop' given by the Form-Based Codes Institute, Virginia Tech in August 2006.
- Attended 'Building Design and Homeland Security' course given by FEMA in October 2004.
- Received training on 'Understanding Federal Statistics' by the University of Maryland in October 2002.
- Received training in urban design strategies with a focus on revitalization by Dominican College of Engineers and Architects.

Legislative Liaison

- Currently serves on Montgomery County Executive's Latino Advisory Committee.
- Currently serves as President of the Montgomery County Hispanic Democratic Club of Maryland.
- Served as a legislative and inter-jurisdictional liaison ensuring City of Rockville's Department of Planning objectives are met and programs are in compliance.
- Represented the City at regional committee meeting - COG* cooperative forecasting subcommittee.
- Prepared presentations of City of Rockville planning projects for government official and agencies using GIS technology.

Work History

Director of Community Outreach & Development	Hispanic Chamber of Commerce of Montgomery County, Bethesda, MD	January 2014 – Present
Planner III	City of Rockville, Rockville, MD	December 2005 – September 2013
Planner II	City of Rockville, Rockville, MD	October 2002 – November 2005
Planner I	City of Rockville, Rockville, MD	May 2001 – September 2002
Planning Technician	City of Rockville, Rockville, MD	January 2000 – May 2001
Designer, CAD Specialist	Cable TV Montgomery, Rockville, MD	May 1989 – December 1999
Assistant Urban Planner	Coffin & Coffin, Washington, D.C	January 1986 – April 1989
Assistant Urban Planner	Department of Planning of Santo Domingo, Santo Domingo, Dominican Republic	November 1976 – September 1983

Professional Memberships

American Planning Association (APA) member
Leadership Montgomery Core Class 2015

Education

M.S., Architecture	Autonoma of Santo Domingo University, Santo Domingo, Dominican Republic	June 1980
B.S., Science and Arts	Autonoma of Santo Domingo College, Santo Domingo, Dominican Republic	June 1973

Skills

Advanced proficiency in:

Computer aided design software/Autodesk AutoCAD software
Map creation and analysis software Geographic Information System (GIS)
Productivity and presentation applications (Word, Excel, PowerPoint)
Native Spanish speaker; fluency in reading, writing, and speaking.

References

References are available upon request.

From: Margo Briggs
Sent: Wednesday, December 03, 2014 4:04:15 PM
To: Montgomery County Council
Subject: Application for Minority Owned and Local Small Business Task Force

Briggs

 Margo H. Briggs, President
Global Consulting Services

December 3, 2014

Council Member Craig Rice
Council President
Montgomery County
111 Rockville Pike, Suite 800
Rockville, MD 20850

Good Evening Mr. Rice:

My name is Margo H. Briggs, President and Founder of Global Consulting Services of Maryland.

I have enclosed a copy of my resume/bio for your review.

I am interested in the position on the Minority Owned and Local Small Business Task Force.

I feel that my personal and professional experience has afforded me the background for such a prestigious and honored position.

Please accept my email cover as an official application for my interest in the position of Minority Owned and Local Small Business Task Force.

Sincerely,

Margo H. Briggs

Margo H. Briggs
President

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RESSUME

MARGO H. BRIGGS
President
Global Consulting Services of MD

Experience:

Global Consulting Services of MD **2005 - Present**

Margo H. Briggs is the founder and President of Global Consulting Services of Maryland (GCS). Global Consulting Services of Maryland was formed in 2005 and pride itself on being a 100% minority woman-owned firm headquartered in Silver Spring, Maryland. Global's area of expertise include management and administrative support services, background checks, fingerprinting, and drug testing for Government agencies, private firms, and non-profit organizations. All of which can trust Global to provide world class service – putting the client first every time.

As President of Global Consulting Services providing excellent service is first and foremost an essential element in moving the company forward. Global's embedded belief is that of an old Chinese Proverb "Customers are jades, merchandise is grass" customer satisfaction speaks for itself.

DTM Corporation **Chief Operations Officer (COO)**

As COO (Chief Operations Officer) Margo Briggs was responsible for the management of all security and administrative services staff. As the day-to-day executive-in-charge of all security operations, she oversees the activities and productivity of over 200 security officers, security supervisors, quality assurance personnel, and administrative staff member. Ms. Briggs is also responsible for assuring that DTM Corporation is compliant with all federal, state and local licensing requirements, as well as managing DTM's federal government, local, small business development, minority contracting, and diversity contracting programs.

Ms. Briggs was responsible for developing, implementing and managing the policies, procedures, standards and professional conduct of a staff, which includes armed and unarmed security officers, and electronic security professionals. In addition, she provides executive-level direction to the corporation in the areas of quality assurance, training, law enforcement agency certification, project and contract management, and security personnel supervision. She is DTM Corporation's principal marketer, and has developed client relationships with organizations such as the Army Materiel Command (AMC), Defense Advanced Research Projects Administration (DARPA), Defense Information Systems Agency (DISA), Democratic National Properties Corporation, Independence Federal Savings Bank, Fannie Mae, General Services Administration (GSA), and Bell Atlantic Corporation (Verizon).

ESET, Inc.
Chief Operations Officer

Margo H. Briggs served for 15 of her 25+ years in law enforcement as an executive in competitive physical security and law enforcement activities in both the federal government and the private sector. Ms. Briggs answered the demand of government and private industry for a distinctive private security agency. Ms. Briggs directed all security operations of the company, which at its zenith employed 500 plus officers, and built the firm to revenues in excess of \$15 Million annually. She was responsible for all operational, financial, personnel, business development, marketing, security, computer technology, and other facets of the company. ESET's clients included AMC, DARPA, DISA, DOD, DOT, GSA, State Dept., Air Force Bases etc., D.C. Government, Democratic National Properties Corporation, Industrial Bank of Washington, Independence Federal Savings Bank, The Washington Convention Center Authority, the Jakob J. Javits Convention Center in New York, the Atlanta Convention Center in Georgia, and many other national conventions and other special events.

U.S. Capitol Police

As a Law Enforcement Officer with the Capitol Hill Police Department, Ms. Briggs provided unobtrusive protection to high-ranking government officials, including members of the Supreme Court, the U.S. Congress, and their families, as well as visiting heads of state and other dignitaries. She served for a total of ten (10) years as a member of the Police Force, becoming the first female African American Sergeant in the history of the Department. Also during her tenure, she worked as liaison with the Chief of Police Office and the General Counsel.

Office of Representative Ronald Dellums
U.S. House of Representatives
Legislative Assistant

Ms. Briggs began her professional career learning the intricacies of the Nation's political structure in the office of former Congressman Ron Dellums.

EDUCATION/CERTIFICATIONS/TRAINING

University of Maryland, College Park, MD
Business Administration/Political Science
Federal Law Enforcement Advanced School, Glynco, Georgia
FBI Firearm Training Program, Quantico, Virginia
Commonwealth of Pennsylvania ACT 235 Certification
State of Maryland Private Security Guard and Private Investigator Certification
Various Executive Management Training Seminars and Business Education Symposia
Management and Leadership Programs

ORGANIZATIONAL MEMBERSHIPS

National Security Telecommunications Advisory Committee (NSTAC)
U.S. Department of Labor Workforce 2000 Task Force, Subcommittee on Workplace Diversity
Fairfax County Chamber of Commerce Board of Directors
Organization of Women in International Trade
National Association of Women Business Owners
National Federation of Black Women Owners
American Society for Industrial Security
American Management Association
International Narcotic Enforcement Officer Association
National Association of Women Law Enforcement Executives

COMMUNITY ORGANIZATIONAL MEMBERSHIPS

African American Women Accessing Resources for Empowerment (AAWARE)
Continental Societies, Inc., Washington, D.C. Chapter
National Association of Negro Women (NCNW)
Leadership Greater Washington 2010 (LGW)
Washington Society

Brown, Anne

Eapen

From: Montgomery County Council
Sent: Wednesday, December 03, 2014 5:02 PM
To: Brown, Anne
Subject: FW: Application for Appointment to the Minority Owned and Local Small Business Task Force
Attachments: Resume - CE MBE-DBE temoss, llc.pdf

From: cherian@temoss.com [<mailto:cherian@temoss.com>]
Sent: Wednesday, December 03, 2014 4:38 PM
To: Montgomery County Council
Cc: Rice's Office, Councilmember; Navarro's Office, Councilmember
Subject: Application for Appointment to the Minority Owned and Local Small Business Task Force

Dear Council President Leventhal:

Congratulations to you on your appointment as the Council President!

I am a Montgomery County resident and a local small business owner, and would like to be considered by the County Council to serve on the Minority Owned and Local Small Business Task Force.

I own an MDOT Certified MBE/DBE transportation/land use planning and traffic engineering consulting firm based in Clarksburg and is also a participant in the County's Local Small Business Reserve Program (LSBRP).

I also have several years of experience working in Montgomery County communities and have served on the Upcounty Citizens Advisory Board (UCAB) for over 4 years, including last year as it's Chair. Additionally, I am a volunteer classroom reader for Woodworkers for Charity at the Washington Grove ES.

I am attaching my resume to this email for further review by the selection committee. I look forward to an opportunity to serve on the task force.

Please feel free to contact me if you have any questions.

Regards,
Cherian Eapen, PTP
Principal
temoss, llc
providing technology :: mobility :: sustainability :: solutions

MDOT Certified MBE/DBE/SBE Firm



CHERIAN EAPEN, PTP, EIT
Principal
temoss, llc
An MDOT MBE/DBE/SBE Certified Firm

SERVICES

temoss, llc provides expert transportation/urban/regional/land use planning, traffic engineering/traffic study, transportation management/policy consultancy services (NAICS Codes: 541320, 541330, 541614) to private and public sector clients throughout the Washington, D.C. and Baltimore metropolitan areas.

temoss, llc is a Maryland DOT certified **Minority Business Enterprise (MBE)/Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)** and is also a participant in the Maryland **Small Business Reserve (SBR)** Program and Montgomery County **Local Small Business Reserve Program (LSBRP)**.

Our focus is in performing comprehensive transportation/land use planning and traffic analyses that support both infrastructure as well as land development projects - ensuring collaborative communication and coordination between stakeholders, preparing necessary reports and studies, and responding proactively to regulatory planning requirements and community concerns.

EXPERIENCE

Cherian Eapen, PTP has 22-plus years of experience in transportation/urban/regional/land use planning, transit infrastructure planning (Purple Line LRT, Montgomery County BRT), Transit Oriented Development (TOD) planning, traffic engineering, and in preparing traffic studies and planning documents, in both private and public sectors. With his unique traffic engineering/multi-modal planning background, collaborative working experience, and local/regional planning perspective, Mr. Eapen brings exceptional value to clients engaged in infrastructure, planning, as well as land development projects.

Most recently, Mr. Eapen was with the Maryland-National Capital Park and Planning Commission (M-NCPPC - Montgomery County Planning Department) and provided comprehensive transportation planning support to Montgomery County Planning Board on area master plans, sector plans, and functional plans, review of subdivision, special exception, zoning, and mandatory referral cases, review and approval of traffic studies, and coordination on urban area TMD activities, multi-modal transportation planning (including bikeshare and carshare), long-range countywide transportation policy, and long-term regional facility planning studies.

Prior to his employment with M-NCPPC, Mr. Eapen worked as a Senior Transportation Engineer in Massachusetts and as a Senior Transportation Planner in Maryland. At these positions, Mr. Eapen prepared and presented studies for commercial, retail, office, residential, institutional, and mixed-use development projects for several clients as part of the regulatory review process. Mr. Eapen provided exceptional service to firm's clients working closely with reviewers, engineers, planners, and citizens.

**PROFESSIONAL
EXPERIENCE**

Sept. 2010-Present *Principal
temoss, llc*

Provide comprehensive transportation/urban/regional planning, transit infrastructure planning, multi-modal accessibility planning, Transit Oriented Development (TOD) planning, land use planning, traffic engineering, and transportation management/policy solutions to private and public sector clients throughout the Washington, D.C. and Baltimore metropolitan areas. temoss, llc is especially proficient in supporting clients with regulatory review and approval processes in place at jurisdictions in the metropolitan area.

Nov. 2002-Dec. 2012 *Planner/Coordinator, Area 1/Transportation Planning Division
Montgomery County Planning Department
Maryland-National Capital Park & Planning Commission, MD*

Provided transportation planning lead/technical support to Montgomery County Planning Board on area master plans (White Flint), sector plans (Takoma-Langlely Crossroads, Long Branch, Lyttonsville, Chevy Chase Lake Purple Line Transitway Station Area Plans), and functional plans (Montgomery County BRT, Purple Line LRT), review of subdivision, special exception, zoning, and mandatory referral cases, as well as coordination on multi-modal transportation planning, long-range countywide transportation policy, and long-term regional facility planning studies.

Feb. 1998-Nov 2002 *Senior Transportation Engineer
MS Transportation Systems, Inc., Framingham, MA*

Prepared/presented traffic impact studies, transportation corridor studies, traffic calming studies, traffic safety/operational analyses, parking/circulation studies, signal warrant analyses, site access/roadway improvement concept plans, and traffic signal design/plans for several private and public sector clients in Massachusetts.

July 1992-Feb. 1998 *Senior Transportation Planner
Integrated Transportation Solutions, Inc., Columbia, MD*

Prepared traffic impact and traffic safety studies for several commercial, retail, office, residential, institutional, and mixed-use development projects in Montgomery, Frederick, Howard, and Prince George's Counties of Maryland and Washington, D.C. Prepared several site access/circulation/roadway improvement concept plans, signal warrant analyses, and parking studies.

Sept 1990-July 1992 *Student Engineer
Facilities Management, University of Maryland, College Park, MD*

Provided office support to Project Managers on several UM System campus-wide capital projects.

**PROFESSIONAL
CERTIFICATIONS**

Professional Transportation Planner (PTP), TPCB, Inc. License No. 130
Engineer-in-Training (EIT), State of Maryland. License No. 804854

EDUCATION

Northeastern University, Boston, MA
M.S. in Engineering Management. June 2001.

University of Maryland, College Park, MD
M.S. in Civil Engineering (Traffic Eng./Transportation Planning). Aug. 1994.

Bangalore University, Bangalore, India
B.S. in Civil Engineering (Transportation). July 1988.

**PROFESSIONAL
AFFILIATIONS**

Member, Institute of Transportation Engineers (ITE).
Member/Alternate Member, MWCOG Transportation Planning Board (TPB)
Citizens Advisory Committee (Maryland).
Member, Maryland Transit Administration (MTA) Corridor Cities Transitway
(CCT) Phase 1 BRT project Northern Section Area Advisory Committee.

**PRESENTATIONS/
PUBLICATIONS**

**Transportation Planning for Schools: Making the Grade in Montgomery
County.**
Co-Presentation with Daniel Hardy, P.E., PTP, Renaissance Planning Group.
Presented at the ITE Mid-Colonial Annual Meeting in Annapolis, MD. April 2013.

Traffic Planning for Solid Waste Facilities – Guidelines for Analysis.
Co-authored with William J. Scully, P.E., MS Transportation Systems, Inc.
Presented at the Annual ITE Meeting in Chicago, IL. August 2001.

**MBE/DBE/OTHER
CERTIFICATIONS**

Maryland Department of Transportation (MDOT)
MBE/DBE/SBE Certification – Certification No. 13-479
Date of Expiry: October 26, 2015
NAICS Codes: 541320, 541330, 541614

State of Maryland
Small Business Reserve Program – Certificate No. SB12-5316
Date of Expiry: December 23, 2014

Montgomery County, Maryland
Local Small Business Reserve Program – Vendor ID No. TMS 15832
Date of Expiry: December 31, 2015

Howard County, Maryland
Equal Business Opportunity (EBO) Certification
MBE Certification – Certification No. M13-58; Date of Expiry: June 4, 2015

ACTIVITIES

Volunteer Classroom Reader
Woodworkers for Children Charity – “Reading is Terrific” Program
Reader since May 2013

Member
Upcounty Citizens Advisory Board – Montgomery County
Member since August 2009 (Chair: 2013-2014)

From: Warren Fleming
Sent: Wednesday, November 12, 2014 7:31:32 AM
To: Montgomery County Council
Subject: Warren FLeming Resume for Task Force

Fleming

Dear Ms Taylor,

Thank you for providing me the information about the Council Task Force. I'm interested in working on both task but if I can only be assigned to one I would prefer working on "**Procurement Policies and Regulations Task Force**". Attached is my resume for consideration.

Sincerely,

Warren Fleming
President QSTI



Quality Solution Technologies, Inc.

11-12-2014

Rose M. Taylor

Senior Legislative Aide

Montgomery County Council President Craig Rice

Montgomery County Council

100 Maryland Avenue Rockville, MD 20850

240-777-7955 (main number) 240 777-7823

Subject: Resume "**Procurement Policies and Regulations Task Force**".

Warren Fleming

Mr. Fleming grew up in Damascus Maryland and attended Augusta Military Academy from 1960-1971. This institution is located in Augusta County near Stanton Virginia, and here is where he completed his elementary and high school curriculum. Mr. Fleming was the first African American to attend this Military Institution.

The objective of Mr. Fleming attending this institution was to avoid the integration and civil rights issues of the time. After graduation Mr. Fleming attended Virginia Computer College in Reston VA, where he developed his Information and Technologies skills.

Mr. Fleming graduated with an **AA Degree** from this two-year institution and was one of eight students to be drafted in 1973 to NASA at Goddard Space Flight Center located in Greenbelt Maryland Mr. Fleming spend three years at Goddard where he track and supported the GE's Numbus weather satellite. Mr. Fleming duties consisted of writing Fortran-66 code and processing the Tele-Communication Signals that was received from the satellite to produce weather pictures. The application technology infrastructure of those times was called "Batch Processing", and the company he was contracted with was then call Bendix Inc.

Mr. Fleming left Goddard in 1977 and move to General Electric to keep up with technology, the technology had moved from "Batch Processing" to "Time-Sharing". Mr. Fleming was hired as a System Engineer in the Hardware Integration Laboratory. Mr. Fleming successfully help GE implement the first Integrations of Large Scale Platforms that consisted of IBM, Honeywell, Gould, DEC, and Unisys computers. This technology allowed a user to sign in via Timesharing port and connect to either mainframe to complete whatever process the client needed. This application allowed clients like Levi Strauss, Mobil Oil, and Sara- Lee to choose the cheaper and quicker application to support their client inventory needs.

Mr. Fleming left GE in 1985 and moved to Honeywell to keep up with technology, the technology had moved from Hardware Integration to Software Integration using the "Time-Sharing" application with Large Mainframes. Mr. Fleming was hired as a Software Engineer to support the famous World Wide Military Command and Control System (WWMCCS). Mr. Fleming wrote the first standards for System Software Testing procedures for the WWMCCS contact and these

procedures are still being used today as a standard for the WWMCCS methodologies. Mr. Fleming received his first Top Security Clearance from the Department of Defense in 1986. Mr. Fleming became the liaison between the Honeywell Inc, and the WWMCCS community to verify that the security software for the WWMCCS applications was installed correctly before installation on all WWMCCS sites. Mr. Fleming became the Point-of-Contact for all installation sites throughout the United States, which gave him the reputation of being a top performer.

In 1993 technology moved ahead which cause Mr. Fleming to travel to Austin Texas as a contractor for the Honeywell Inc, to manage a three-tier architecture application for the Texas Department of Human Services. The technology had moved from Large Scale Time-Sharing to small pc client server application. The new technology was now called" Client Server". Mr. Fleming was put in-charge of five other contractors for this task to verify that the implementation of this process was on time and successful. Mr. Fleming became the Point of Contact, which he speared-headed for more than three years. While in Texas Mr. Fleming became aware of small business for minority firms and he applied and became the first African American to hold a Historical Underutilize Business Certification (HUB) in the State of Texas performing the duties of Software Testing and Integration. Mr. Fleming became the President of then 'Quality Software Testing, Inc (QSTI) which was certified in the state of Texas.

QSTI successfully performed sub-contracting support with a firm called Applied Information Sciences (AIS) from Greenbelt Maryland and still holds a relationship with both Texas Department of Human Services and the Applied Information Sciences. Mr. Fleming realized in order for his company to grow he needed to apply for Local, State, and Federal Certifications and become a full life cycle service provider.

Mr. Fleming took the profits for Quality Software Testing, Inc and moved back to Maryland and started and completed the process of obtaining the following Minority Participation Certifications

- Incorporation his firm in the State of Maryland
- Obtaining an 8(a) Certification
- Obtaining an GSA Schedule
- Obtaining the Maryland Department of Transportation (MBE) Certification
- Obtaining a Top Security Facility Clearance
- Obtaining the Minority 214 Licenses Certification
- Member of the DC/MD Minority Suppliers Council
- Member of the Washington Airport Authority Certification
- Aligning QSTI on contract vehicles such as ECS, CIP-SP2, SIDDOMS-3, VAMSA, Alliant, and NITAC.
- Certified as a Minority Business Enterprise in the states of **Maryland, Virginia, New Jersey and North Carolina.**

Quality Software Testing, Inc is now called Quality Solution Technologies, Inc (QSTI) and is currently providing services to commercial, county state and federal contracts. QST, Inc has been award as one of Maryland, Virginia, Washington DC, Delaware, AND Pennsylvania TOP100 Minority Business for four years. Q These Services includes the following:

- Information Technology Systems Integration Support
- Construction Support which includes
 - General Contractor Project Management Support
 - Elevator Maintenance Support
 - Elevator Design Build Support
 - Elevator Renovation and Modernization Support
 - Escalator Renovation and Modernization Support

- Electrical Wiring and Diagrams

Mr. Fleming is also the President of "**The Damascus Connections Committee**" which is a non-profit origination that functions as an advisor and counselor to the Community of Damascus Maryland. Our roles are as follow:

- To represent the best interests of the Community of Damascus
- To represent all citizens of Damascus through direct interaction and communication with other leaders and groups of Damascus and to ensure that the citizens **ethical** issues are enforced
- To serve as the link between the city of Damascus Maryland and the County Council of Montgomery County Government and aid in improving the civic, ethical, economic and cultural conditions of all citizens of Damascus Maryland.

As President of the Damascus Connection Committee, Mr. Fleming has been responsible for the future installation of three African American Sites to the County Historical Preservation, allowed senior citizens to be disconnected from a hazardous septic system and connected to sewer systems with the help of the Upper County Region, first African American to form a committee and associate this committee with the other on-going committees in Damascus such as the Lions Club, Fire Department, and the Damascus Alliance Club.

Mr. Fleming is the past Vice President of the Damascus Historical Society which is a committee that's been formed to develop a Historical Museum in the township of Damascus. This effort was accomplish by partnering with Montgomery County Public Schools, The Damascus Library, The Damascus Recreation Department, and The Montgomery County Council along with the County Executive.

Mr. Fleming was a member of WSSC Ethic Board from 2004-2008 serving as an **Alternate**. Mr. Fleming has taken this position very seriously by attending over ninety five percent of the meeting, help solve many ethic issues that were presented to the board, help implement new ideals to the Code of Ethic. Mr. Fleming was very instrumental in supporting WSSC during an offsite meeting which allowed the board members to use QSTI's communication service to hold a teleconference meeting to resolve a major issue.

Positions currently holds

- Executive Board Member of Minority Business Economic Council.
- Adjunct Professor Montgomery College
- CEO Quality Solutions Technologies
- President for the Damascus Connection Committee
- Past Commissioner for Montgomery County Historical Preservation Commission
- Chair of District 14 Precinct 12-04
- Member of the Education Department of the Montgomery County NAACP Chapter fro
- Member African American Chamber of Commerce
- Past Member of the African American Advisor Group to County Executive of Montgomery County from 2004-2010
- Member of the NAACP of Montgomery County Chapter
- Top Security Clearance (SCI) Department of Defense (DOD)
- Top Security Facility Clearance (SCI) Department of Defense (DOD)
- Past Board of Director for Germantown-Gaithersburg Chamber of Commerce from 2002-2012.

Freeman

December 2, 2014

Council President Craig Rice
County Council Office
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, MD 20850

Dear Council President Craig Rice:

I am pleased to know that my name was mentioned in consideration to serve on the Minority Owned and Local Small Business Task Force and/or the Procurement Policies and Regulations Task Force to study potential reforms of the County procurement system. It is with great enthusiasm that I submit my application for the Minority Owned and Local Small Business Task Force. I believe the Minority Owned and Local Small Business Task Force and the Procurement Policies and Regulations Task Force are both vital to the business community and the success of the county.

I believe that I would be a great asset because of my experience in business, government contracting and non-profit service delivery. The African American Chamber of Commerce has allowed me the privilege to work with small businesses by assisting them with acquiring their MBE certification status and to acquire contracts. I have also worked for many years as a part owner of a Black Owned Software Engineering Company where we primarily contracted with Federal government, and State government. In addition, I have experience with the nonprofit community contracting with the county government.

I believe serving the community is very important to Montgomery County and because of that I have served on several boards and committees including the Committee and Evaluation Review Board, the Interagency Fair Housing Committee, the Montgomery County Business Roundtable for Education, the Up County Advisory Board and the Executive Committee of the NAACP Montgomery Branch. I am currently the President/CEO African American Chamber of Commerce of Montgomery County and the Immediately Past President of the Housing and Community Initiatives, Inc. In addition, I am a 2006 Graduate of Leadership Montgomery and a 2010 Graduate of Leadership Maryland. A copy of my resume is attached.

Sincerely,

Janice M. Freeman
President/CEO
African American Chamber of Commerce
Of Montgomery County

Janice M. Freeman

Janice M. Freeman is a currently President and CEO of the African American Chamber of Commerce (AACC) of Montgomery County. The Chamber provides a forum for networking, developing industry alliances, conducting educational seminars and advocating for business issues. Ms. Freeman is recognized for her contributions to AACC, professional accomplishments and community service.

Ms. Freeman is also the President and Principal Broker of JM Freeman Enterprise, a Commercial and Residential real estate firm with a distinguished reputation for service that specializes in leasing, investment sales and site location in Maryland, the District of Columbia and Virginia. She also assists and educates clients with buying and selling residential properties.

She has extensive experience in management of Small Minority Owned Businesses including new business development, program planning and assisting with obtaining state and federal certifications. In addition, she has management and systems analyses experience which encompasses project and functional management, asset management, client training, evaluation and counseling. In the non-profit industry Ms. Freeman is a Certified Foreclosure Housing Counselor, Certified Credit Counselor, Certified Homeownership Counselor and has extensive experience in training and counseling in low and moderate-income housing.

Prior to real estate Ms. Freeman had a career as a Software Engineer. Ms. Freeman has served as the Director, Program Development, where she was responsible for developing new business with the Federal Government. Ms. Freeman also has provided strategic planning for corporate diversification. Ms. Freeman functioned as a Senior Analyst with the responsibility of software development in a real-time interactive environment and management of over 50 staff members with varied skills in computer operations, configuration management, quality assurance and programming. She also trained over 2000 District Government employees and functioned as a Configuration Management Coordinator, where she assisted in the analysis and control of Engineering Change Proposals (ECPs) affecting flight hardware, software ground support equipment and the documentation of Configuration Change Board (CCB) actions at the Goddard Space Flight Center.

Ms. Freeman is an active community servant, serving as President/CEO of the African American Chamber of Commerce of Montgomery County, Inc., member of the executive committee of the National Association for the Advancement of Colored People (NAACP) Montgomery County Branch; Immediate Past President of the Housing Community Initiative, Inc., Advisory Board member of the Montgomery County Chamber of Commerce, past board member of the Montgomery County Business Roundtable for Education, member of the Montgomery County Executive African American Advisory Group, a member of the Greater Washington Commercial Association of Realtors, and GCAAR member and former Board member of the New Columbia Community Land Trust. She served on the Small Business review committee for the Wheaton Innovation Center. She has also served as a member and the past Director/Treasurer of the Maryland & District of Columbia Certified Commercial Investment Member (CCIM), the International Council of Shopping Centers (ICSC), a member of Boyds' Civic Association, Second Vice Chair of the Montgomery County Up County Citizens Advisor Board, Director of Housing Charities, Inc., Director / Treasurer of Largo Landing Senior Housing and Director / Treasurer of the Fellowship Square Foundation. Ms. Freeman is also very active in her church and has served in many capacities including Finance Chair and National Convocation Training/Workshop Director.

Ms. Freeman was born in North Carolina and holds a Bachelor of Science degree in Systems Management from the University of Maryland and a Post-Graduate Certificate in Management Information Systems from the American University, Washington, D.C. Ms. Freeman is also a 2006 Leadership Montgomery and a 2010 Leadership Maryland Graduate.

Haffner

H L G
HAFFNER LAW GROUP LLC
Creative Counsel for Creative Minds

November 14, 2014

Via E-mail (county.council@montgomerycountymd.gov)

Council President Craig Rice
County Council Office
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, Maryland 20850

Re: Letter of Interest

Dear Councilmember Rice:

I write to express my interest in serving on either the Minority Owned and Local Small Business Task Force or the Procurement Policies and Regulations Task Force (the "Task Forces"). As a small business attorney, and minority business owner myself, I realize that procurement programs aimed at diverse businesses have tremendous potential to both fuel economic growth and give local customers more disposable income to spend. Such spending can result not only in greater revenue potential for the business, but more tax revenue for local government, and as a result, achieve the proverbial, yet ever elusive, win-win. However, procurement processes must be open and responsive if they are to be effective and avoid the unconscious discrimination often seen levied against smaller minority-owned firms.

By any measure, our County's MFD program is discriminatory and woefully underperforming. In fact, the latest disparity study found discriminatory underutilization of African American owned firms in every procurement category. Considering the County's own procurement regulations require it to "actively and aggressively recruit certified MFD-owned businesses," the County's efforts in this regard have not yet proven successful.

Since moving to Montgomery County, I have purposefully sought out opportunities to contribute to our County's commitment to inclusion and equity. As a member of the Commission on Juvenile Justice, I have worked to explore and support ways to reduce recidivism and decrease disproportionate minority juvenile contact with the justice system. Furthermore, as a member of the Montgomery County Democratic Central Committee, through voter registration drives and targeted GOTV efforts, I have been committed to increasing meaningful civic participation among all county residents with a particular focus on underrepresented populations. Moreover, I have testified before the County Council on a range of issues - from suggesting ways for our County's budget to be more inclusive of our younger demographic, to providing suggestions to improve the County's MFD procurement program. Professionally, I regularly advise and counsel small businesses, several of which are minority-owned and/or are government contractors. I believe my record of community service coupled with my professional background reflect

my commitment to economic development and improving the quality of life in our County. Accordingly, I am well prepared to positively impact the important work of the Task Forces, and I look forward to the opportunity.

The County requires an MFD program that can and will keep pace with its changing demographics. I look forward to contributing to the dialogue around the current MFD program and recommending ways to enhance and improve its function. By addressing the program's weaknesses while also highlighting and reinforcing its strengths, together we can level the playing field and close the opportunity gap. While the challenge before us is monumental, the opportunity is even greater. I look forward to being a part of this most important endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julian A. Haffner', written over a horizontal line.

Julian A. Haffner

Enclosures (1)

JULIAN A. HAFFNER

BAR MEMBERSHIPS Court of Appeals of Maryland; United States District Court of Maryland

EDUCATION **Howard University School of Law, JD**
Activities/Honors: Charles Hamilton Houston National Moot Court Team, Member (**Best Brief Award**)
The Howard Scroll: Social Justice Law Review, Associate Editor (**Best Comment Award**)
Merit Fellows Scholarship Recipient Three Consecutive Years
Phi Alpha Delta, Justice of the Langston Chapter

Swarthmore College, BA in Political Science
Activities/Honors: President, Swarthmore African American Student Society
Intern, Congresswoman Eddie B. Johnson, US House of Representatives, D-TX
Intern, The Aspen Institute, Program on Energy, The Environment and the Economy
Resident Assistant/Tutor, A Better Chance, Inc. (Strath Haven H.S.)
Two-Sport Athlete - Men's Varsity Basketball and Track & Field
Phi Beta Sigma Fraternity, Inc. (Charter member of Alpha Mu Alpha Chapter, Swarthmore College)

WORK EXPERIENCE **Founder/Shareholder, Richa Haffner Law Group** 09/08 – Present
Co-founder of full-service entertainment and business law firm providing legal counsel to established and emerging growth companies, entrepreneurs and high net worth individuals. Provide counsel on entity formation, business planning, M&A, and protection of intellectual property assets; also focus on the structuring, drafting, review and negotiation of commercial agreements.

Associate, McMillan Metro, PC 07/06 – 08/08
Handled various commercial transactions including M&A, and drafting intellectual property licenses, and negotiation of commercial leases. Provided client advice on entity formation, employment practices, business planning and protection of intellectual property assets. Created the firm's entertainment practice, with a focus on recording artists and talent managers.

Senior Associate, Law Offices of Luis Leon 01/06 – 06/06
Represented clients in civil and criminal litigation in Maryland federal and state courts including commercial litigation, criminal defense, family law, and personal injury matters. Created the firm's entertainment practice, with a focus on recording artists and talent managers.

Associate, Law Offices of Maria Mena 03/03 – 12/05
Covered all aspects of a small general practice including civil litigation, criminal defense, and domestic matters. Created the firm's entertainment practice, with a focus on recording artists and talent managers.

Legal Intern, FCC (Mass Media Bureau) 06/01 – 08/01
Collaborated with staff attorneys to modify and draft the media cross-ownership rules. Participated in the drafting and preparation of FCC Orders and Opinions for publication.

Law Clerk, Duane Morris 01/01 - 05/01
Supported firm attorneys by conducting legal and general research, and drafting legal memoranda for the international trade and energy practice groups located in the DC and Philadelphia offices.

Legal Assistant, Sidley Austin 09/98 – 08/99
Conduct due diligence, legal research on legal issues, practice and regulatory matters for partners and senior attorneys in the Environmental Law Practice Group

**HONORS &
PROFESSIONAL
AFFILIATIONS**

- Elected Member of the Maryland State Democratic Central Committee, 2014 - Present
- Recognized as a "Rising Star" in **Maryland Super Lawyers Magazine**, 2012, 2013, & 2014
- Appointed Commissioner, Montgomery County Commission on Juvenile Justice 2014 - Present
- Maryland State Bar, Entertainment and Sports Law Section, Chairman 08/08 – 01/11
- American Bar Association, Member
- Montgomery County Young Democrats, Member 2012 - Present
- African American Democratic Club of Montgomery County, Chairman Membership Committee
- Member, The Judah Project DC, Board of Directors, 2008 - 2012
- Member, The Urban Artists Coalition, Board of Directors 2003- 2005

BCC

Hollins

LL
CC



THE HOLLINS GROUP LTD.

2000
100 Maryland Avenue
Rockville, MD 20850

December 2, 2014

Mr. George Leventhal, Council President
Montgomery County Council Office
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, Maryland 20850

Re: Letter of Application: Montgomery County Council Task Force –
Minority Owned and Local Small Business Task Force

Dear Council President Leventhal:

I would like to express my sincere interest in becoming a Montgomery County resident participant on the to be established Minority Owned and Local Small Business Task Force. It is my understanding that the mission of the task force is to provide “best practice” options for reform of associated County initiatives; which includes minority, female, disabled (MFD) and the Local Small Business Reserve Program. Attached please find my current resume which includes both professional and civic involvement.

The Council’s leadership in this area is a testament to its commitment to remedy the under utilization challenges in the County’s procurement process.

Respectfully submitted.

Leon Hollins
Preside/CEO
The Hollins Group, Ltd.

Enclosure



RECEIVED
MONTGOMERY COUNTY
COUNCIL

2014 DEC -2 PM 4:13



Leon Hollins, B.A., M.Ed., CPC

Leon Hollins is President/ CEO of The Hollins Group Ltd. and has over thirty years of executive/senior consultant level experiences in all aspects of Organizational Development with specific distinctions in Mediation/Conflict Management/Facilitation Services, and Executive Coaching. Additionally, he provides consultant services in Project Management, Team Building, Strategic Planning, Business Process Improvement Customer Satisfaction/Morale assessment surveys, Succession Planning, Leadership Development and Skills Assessment Program design and delivery. He has also served as contributing human resources consultant for the Washington Post, "In the Workplace," weekly column.

Hollins holds an advanced degree in Counseling, an undergraduate degree in Psychology, and is both a certified mediator (American University) and International Coaching Federation (ICF) Certified Professional Coach, and a member of the American Mensa Society.

Hollins has also assisted scores of management teams in improving employee performance and is qualified to administer and interpret a number of assessment tools, i.e. MBTI Steps I and II, EQ-i 2.0, FIRO-B, and the Thomas Kilmann Conflict Inventory. He has also taught classes in Emotional Intelligence, Effective Listening, Completed Staff Work for Professionals, Managing Marginal Performance, Performance Planning Counseling/ Evaluation, Situational Leadership, and Conflict Management.

His clients include U.S. General Services Administration, U.S. Department of State - AID, U.S. Department of HUD, U.S. Department of Education, U.S. Departments of Commerce and Patent and Trademark Office, Board of Governors Federal Reserve System Headquarters, CIA, American Chemical Society, Montgomery County Maryland – PEG Channel Network, as a sub contractor to CBG Incorporated, State of Maryland, Department of Health and Mental Hygiene, Adventist Healthcare, and the Segal Corporation.

CIVIC INVOLVEMENT

Has served on the following Governance Boards:

- Shady Grove Adventist Hospital Board
- Shady Grove Adventist Foundation Board
- National Travelers Aid Society, Washington DC
- Saint Luke's House, Bethesda, Maryland



CIVIC INVOLVEMENT (continued)

- Suburban Hospital/JHM, Award Committee – Dr. Dawn Hollins Distinguished Volunteer Services Annual Award
- Election Judge, Montgomery County, Maryland
- Normandy Woods, Neighborhood Watch Captain
- U.S. President's Commission on Personnel Interchange participant
- USAID, SES Selection Board member

Mr. Hollins is married, and has been a resident of Potomac, Maryland since 1983.

Taylor

Dear Council President Rice:

I am writing you to express my interest in serving on the Minority Owned and Local Small Business Task Force.

As you know from our experience while serving together in The Maryland House of Delegates, I am considered by many an expert on this subject matter.

Therefore, if selected I will devote my time and talents in developing recommendations that will address the economic disparities in which the council intends to address.

If you or council staff needs to contact me, I can be reached directly at 301-252-0836.

Sincerely,

Herman L. Taylor, Jr.

26

HERMAN L. TAYLOR, JR.

EXPERIENCE

Deskmate Office Products

1989-Present

Founder, President & CEO

Silver Spring, Maryland

Founded a office supply company previously listed as one of the largest minority owned office products distributors in the Washington Metropolitan Area; managed daily operations and budget; conducted employee training and workforce development; prepared responses to Requests For Proposals (RFPs) and Invitations For Bid (IFBs). Grew the company to \$9 million dollars in annual revenue.

Major Contract Awards:

- National Academies of Sciences: \$8 million
- Washington Navy Yard: \$1.5 million
- U.S. Department of Labor: \$1.2 Million
- Secured a \$400,000 award with Pepco Holdings, Inc.

Major Accomplishments:

- Mentor Protégé deal with Marriott Corporation
- Joint Venture with Xerox to handle their Law Firm customers
- Secured Angel Funding worth \$1 million dollars
- Secured contracts with Pepsi, Motorola, Ryder Truck Rental, Mattress Discounters
- Grew customer base to 15,000 commercial customers.
- Listed/ranked as one of the leading office suppliers to the federal Government

Maryland House of Delegates

2003-2011

State Delegate, Legislative District 14

Annapolis, Maryland

Elected in 2002 and reelected in 2006 to the Maryland General Assembly to represent the 14th Legislative District in Montgomery County, Maryland. Served on the House Economic Matters Committee and was Chairman of the Subcommittee on Unemployment Insurance. Additional committee assignments include: the Business Regulation Subcommittee; Banking, Economic Development, Science and Technology Subcommittee; Public Utilities Subcommittee; and the Montgomery County Delegation Bi-County Committee, which oversees Montgomery County and Prince Georges County agencies.

Major Leadership Positions

- Chairman of the Subcommittee on Unemployment Insurance
- Co –Chair of the Joint Oversight Committee on Unemployment
- Vice Chairman of the Legislative Black Caucus of Maryland
- Co-Chair of the Legislative Black Caucus of Maryland Economic Development Committee
- Chair of the Legislative Black Caucus of Maryland Legislative Review Committee

Major Legislative Achievements

- Authored legislation to expand Maryland’s Small Business Preference program
- Mandated a funding in for Maryland’s Small Business Development Center
- Co-Authored legislation to assist small businesses in gaining eligibility to the MDOT program
- Co-Authored Commercial Non-Discrimination Act
- Authored legislation to eliminate fraud and abuse in state contracts
- Authored a workplace learning bill that enables businesses to offer internships to high school students throughout all of Maryland’s public schools
- Created budget language to support a new Nurse Anesthesia Master’s Program at The University of Maryland School of Nursing
- Authored and created a Prenatal Dietary Supplement Distribution Program for vulnerable women
- Authored legislation to reform prescription drug co-payments that exceed the retail price of the drug
- Authored a bill that created unprecedented support and funding for Washington, DC Martin Luther King, Jr. National Memorial Project Foundation, Inc.

EDUCATION

Morgan State University, Baltimore, Maryland

Major: Business Management

1985-1986

Harvard University, John F. Kennedy School of Government, Boston, Massachusetts

Executive Leadership Program, 2005

AWARDS/RECOGNITION

- Clean Energy Partnership Award (2006)
- 50 Leaders of Tomorrow, *Ebony Magazine* (1995)
- Washington Metropolitan Top Forty Under 40 Award (2000)
- Maryland State Department of Education Award of Excellence (2003)
- Legislator of the Month, Center for Policy Alternatives (2004)
- 25 Powerful Minorities in Business (2007)
- Community Builder Award, The Arc of Montgomery County (2008)
- Bethune-Dubois Institute Award (2008)
- Honoree, D.C. Building and Construction Trades Council (2008)
- Defender of Democracy Award, MLK Nat'l Memorial Foundation (2010)
- NAACP (Maryland) The Business Award (2012)

BOARDS/COMMUNITY ASSOCIATIONS

- Democratic Business and Democratic Finance Councils of the Democratic National Committee, (1998 – 2000)
- Washington Adventist Hospital Foundation, Board of Trustees (1997-2001), President (1999-2001)
- Capital Bank, N.A. Advisory Board (1995-98)
- FCNB Bank Advisory Board (1998-2000)
- National Coalition of Minority Businesses, Board of Directors (1995-99)
- Boys and Girls Club of Greater Washington (1999-2000)
- Special Olympics of Maryland, Honorary Board Member (2006-2009)
- The ARC, Treasurer (1995-97)
- Youth Leaders International, Advisory Board Member (2008-09)
- Minority Business Economic Council, Board Chair (2014-present)

Wong

December 3, 2015

Mr. Craig Rice
Council President
Montgomery County Council Office
Stella B. Werner Council Office Building
100 Maryland Avenue,
Rockville, MD 20850

Re: Application for Minority Owned and Local Small Business Task Force

Dear Mr. Rice,

Thank you in advance for considering my application to serve as a member of the Minority Owned and Local Small Business Task Force.

I would bring to the task force my extensive experiences in the area of business development, policy, including business and community outreach. Professionally, working with a Minority Business Enterprise company, I have the knowledge of the laws both federal and state which can be a tool in reforming the county's policies related to local small business. I have a proven record of success in establishing partnership both in the community and business organization

Thank you in advance for the opportunity & I look forward to hearing from you.

Sincerely,

Bethsaida (Beth) A. Wong

Applicant's Name	Bethsaida A. Wong
Address	
Contact Information	Home – Mobile – Work – Email –

PROFESSIONAL SUMMARY

- Over **15 years** of experience in all aspects of product & business development, marketing, and community outreach including event planning.
- **International and domestic executive** experience including, team building, capture **management**, proposal writing, **marketing, public relations** and client relationships.
- **Extensive experience in** developing, planning and administering outreach programs aimed at **multicultural & diverse populations**.
- Significant experience in public relations with emphasis in building **collaborative partnerships** between government entity, business & community-based organizations including nonprofit & faith based organizations.
- Excellent ability to **build and maintain strong working relationships** with elected/appointed government officials either with Federal, state & local.
- Demonstrated **record of success in establishing both cultural and trade partnerships** between county/state and other similar jurisdictions in other nations.

EDUCATION, CERTIFICATION & TRAININGS

- Jurist Doctorate-JD –Lyceum of the Philippines, 1986
- Bachelor of Science in Foreign Service- Lyceum of the Philippines, 1978
- Certificate Courses in Human Resources Management, UMUC, 1996
- Professional Development training, 2000
- a) Employment & Labor Law, Comp & Classification, Fulbright & Jaworski, LLP, Washington D.C.
- b) Pension Plan Design & Expertise, TIAA-CREF, New York City, NY
- c) Employee Benefits, NRCEA- Arlington, VA
- d) Family & Medical Leave Act, Employee Relations, Gordon Fleinblatt, LLP

Associations & Affiliations

- Commissioner, MD Governors' Commission on Asian Pacific American Affairs
- Maryland Asian Environmental Partnership
- Montgomery County Chamber of Commerce
- Fairfax County Chamber of Commerce
- Philippine American Chamber of Commerce
- Asian Chamber of Commerce, Montgomery County
- Hispanic Chamber of Commerce, Maryland
- Philippine American Bar Association

WORK EXPERIENCE

Powersolv Inc, DC Metro Area

VP- Business Development, State, Local & Education: 20008 – Present

- **Lead business development and marketing efforts**, to expand customer base, **developed and managed** client relationships, understand their requirements (nature of products, services needed, timeframe, volumes, new skill sets, operational model evolutions, etc.) and propose appropriate solutions including determine best practices.
- **Functioning as primary point of contact** for assigned clients, **successfully negotiated contracts**, including recomplete, contractual changes both with contract administrator, program/project manager.
- **Raised and strengthen company's branding and visibility** thru representation at numerous industry and networking events, business organizations and other community base organizations. Such branding includes

deliver presentation and speaks publicly at the event

- **Conduct** market research, evaluate competitive activity and identify emerging market trends and introduce marketing strategies.
- **Designed, created company's marketing materials**, capability statement both in print and electronic used for business presentation, networking events, procurement fairs, conferences including social media outlet.
- **Actively worked, in building strong partnership** with numerous MBE company for teaming opportunities.
- **Coordinated** with hiring manager with the recruitment team and on boarding process of new employees both contractual and full time.
- **Created and developed** a system utilizing a data derived from Federal, State, Local government procurement forecast/budget opportunities in highly targeted demands of IT environment. Such data was used for bi-monthly meetings to analyzed marketing strategies with targeted agencies.

Notable Achievements:

Despite of market intense competition, **proven record of success in diversifying company' portfolio** ranging from county government to state & education, achieving increase revenue and capability. **This portfolio includes winning different state, county & public school system contract vehicle (IDIQ) to quasi government entity.**

Prince George's County Department of Environmental Resources, Business License Section Largo, MD. – Section Chief, May 2007 – January 2008

- **Taken a leadership** role in defining Business License Section operations, to increase the revenue, including best practices
- **Designed, created and revised** all business license applications forms in PDF format for county's online automation readiness. This includes **translation of the forms for non-English speakers.**
- Using excel program, **developed and created database of licensing information**, that includes applications made, licensing fees collected, overdue licensees, overdue accounts, license suspensions, or issuances .
- **Provided service** to the general public, business license applicant and each existing licensee by assisting applicants in obtaining the proper business license and permit process requirements.
- **Created a procedures and directed** staff for a training session of customer services, diversity and ethics aimed to Non-English speakers' applicants.
- Review, interpreted, and provides information and direction to the public regarding applicable local, state and federal codes, ordinances, documents, standards and guidelines related to the Business Licenses.
- **Provided guidance** to the staff in reviewing, evaluating applications, verify completeness, accuracy of the application / documents to assure accuracy and compliance with pertinent laws and established criteria.
- **Managed staff who oversee the examination** as well as scoring of oral, visual, written, or performance tests to determine applicant qualifications and notify applicants of their scores.

Notable Achievements

Within 3 months, **implemented a training** that aimed to multicultural populations;

1. **Manages difficult customer situations;** responds promptly to customer needs, shows respect and sensitivity for cultural differences; Treats people with respect.

Developed a database that produces weekly report and yield to send applicants a notice of their overdue accounts and licenses. Such progressive strategy increased the licensing section's revenue.

Prince George's County Office of Community Relations

Division Chief, Multicultural Affairs Division, Upper Marlboro, MD. June 2003 –October 2005

- **Lead the newly-created** Division of "Multicultural Affairs", created by the County Executive in 2003, whose mission is to provide vital services to the "multicultural population of Prince George's County. Drafted and created the Division's mission and goals including its policies and procedures.
- **Assisted the Director** in the overall management, planning and coordination of a diverse range of activities, including budget and human resources, policies and procedures in line with the departmental mission.
- **In promoting the county's diversity, initiated and worked collaboratively** with different county agencies, state as well as federal governments to organize an annual "Multicultural Outreach Program" aimed at

providing information and services to county residents. These programs includes workshops, community forums and cultural events celebrating different ethnic heritage festivals, among them the Asian-Pacific American Heritage Month, Black History Month, Hispanic Heritage Month, Women's History Month, National Volunteer Week, National Day of Prayer, and Earth Day.

- **Strengthened the County Executive's "Livable Community Initiatives"**, developed strategic plan for coordinating county-wide outreach to different ethnic communities, organizations, schools and faith based communities. Such outreach with the participation of the county's agencies organized a neighborhood watch, citizen's patrol and community beautification and revitalization.
- **Staffed the County Executive** at evening and weekend events, meetings and public forums. **Prepared** briefing materials and talking points, ensuring that materials were appropriate for target audience. Represented the County Executive, Director, as required, at events, meetings.
- **Attended, on a regular basis**, multicultural, homeowners', civic, board and advisory committee meetings as well as represent the county before governmental, international, educational or special interest groups.
- **Assisted the International Business Development** division of the county's Economic Development Corporation to promote the county's programs and services, including business opportunities, international trade and foreign direct investment thru planning and organizing different outreach events such as procurement fair, job fair.
- **Represented the county** during the Governor's 2004 Trade mission to Shanghai China and successfully secured an MOU between the county and the Zhenjiang municipality to enhance business and trade.
- **Strong working relationship** with elected officials, both Federal, state and local government, including from other governmental agencies, national, media and other public interest groups.
- **Instituted a data collection of complaints** received for tracking purposes and asses the area that needs improvement with regards to delivery of services.
- Worked intensively with multiple agencies in coordinating prompt response and delivery of services, in particular to the ethnic community. Provided assistance in the creation of **Spanish language brochures** aimed at reaching out to the Hispanic population.

Notable Achievements

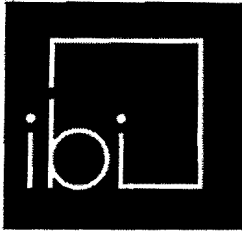
- Created and maintained extensive database of community leaders, community organizations, homeowners, civic, faith base and multi ethnic organization used for identifying volunteers, referrals both in business and social services and other information needed including sending county information thru e-mails & newsletter.
- Represented the county during the Governor's 2004 Trade mission to Shanghai China and successfully secured an MOU between the county and the Zhenjiang municipality to enhance business and trade
- Served as the point of contact for Prince George's County in carrying out international protocol functions for visiting international delegations, foreign government officials and members of the diplomatic corps. In that capacity, successfully coordinated Prince George's County "Sister Cities" agreement with the City of Zhenjiang, Jiangsu, China under the program of "Sister Cities International" in July 2005.

ACDI/VOCA, Washington DC

Benefits Specialist, Human Resource Management, December 1999- June 2003

- Managed and administered the policies and procedures of the company's benefits such as medical, dental, vision plan, life & disability insurance, pension plan, and worker's compensation
- Provided assistance in other division of human resources department such as classification, recruitment, legal compliance, and employee relations.
- Provided leadership, direction and guidance for the day-to-day operations of the benefits division, as well as strategic planning.
- Responsible for other compliance with Federal programs such as FMLA, COBRA & HIPAA.
- Provides orientation to new employee, organized wellness programs and annual retreat for the employees.
- Maintained statistical data on claims used for cost-management and analysis.
- Took on leadership role in the absence of the HR director.

Atwell



**INNOVATIVE
BUSINESS
INTERIORS**

FURNITURE & DESIGN SOLUTIONS

November 25, 2014

Hon. Craig Rice
Council President
Montgomery County Council
100 Maryland Avenue
Rockville, Maryland 20850

Dear Mr. Rice:

I would like to express my interest in participating in the Council's Task Force on Procurement. I have experience with the procurement process as a small business doing/attempting to conduct business with the county. Our business is also a registered LSBRP business.

I believe it is somewhat challenging to look at Montgomery County procurement processes and policies without the context of small business and MFD/LSBRP. I believe based on my experience that there will need to be cross communication with the other task force.

I have attached background information on myself. I look forward to working with other business people in providing worthwhile recommendations to the Council.

Thank you for your consideration.

Sincerely,

Charles H. Atwell
President

Biographical Information for Charles H. Atwell

A long time resident of Silver Spring, Maryland, Charles H. Atwell is the president & CEO of Innovative Business Interiors, Inc. (IBI). IBI specializes in furniture and design solutions for business, education, healthcare and government for customers in the Washington area. Having held positions with other furniture dealerships over the last three decades he established IBI in 1990.

Atwell has been an active member of the community for many years from volunteering at the Mental Health Association, non-profit boards as well as business and community advocacy. He is currently a board member and former chairman of the Montgomery County Chamber of Commerce; a former chairman of the Greater Silver Spring Chamber of Commerce and former chairman of the Silver Spring Urban District. He is vice-chairman of the board of directors of The Foundation Schools and member of the board of Directors of Washington Adventist Hospital

His latest volunteer endeavor is assisting in establishing Silver Spring Green Inc.(2010) He is responsible facilitating the scope, board structure and activities for the new green organization. He serves as the board's president.

He received the Montgomery County Chamber's Small Business Leader award in 2006 and was named one of the "25 CEOs You Need to Know" in 2010, he was presented the Adventist Rehabilitation Hospital of Maryland Ambassador Awards in 2011; the President's Cup in 1996 from the Greater Silver Spring Chamber of Commerce and the Small Business award from the Foundation Schools in 2010. He received an Honorary Degree from Montgomery College in 2012 and is a Leadership Montgomery 2006 graduate.

He has been involved with various community committees that include the Silver Spring Police District Advisory Committee, the consensus effort for the Silver Spring Counseling and Renewal Center (Progress Place) and the Silver Spring Community Vision Advisory Committee. He has also served on the Greater Silver Spring Committee, the Alternative Working Group for Downtown Silver Spring and the Silver Spring Redevelopment Advisory Board; Holy Cross Hospital Men's Guild and a former Board member of the Mental Health Association of Montgomery County. Other volunteer activities have included the co-chairperson of the annual fund raising event for the Design Industries Foundation Fighting AIDS, DC metro Chapter held at the National Building Museum.

He is currently a member of the International Facility Management Association, International Interior Design Association, Montgomery County Chamber of Commerce, Greater Silver Spring Chamber of Commerce, and Greater Bethesda-Chevy Chase Chamber of Commerce.

Charles H. Atwell
Innovative Business Interiors, Inc.



Cobb

Letter of Interest

Expression of Interest in Montgomery County Procurement Task Force Participation

Markets ■ Businesses ■ Systems ■ People

Wayne Cobb | ip.com
President, Cobb Systems Group, LLC
MoCo Innovation Center

December 3, 2014

Craig Rice | county.council@montgomerycountymd.gov
Council President, Montgomery County Council
County Council Office, Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville MD 20850

Dear Mr. Rice and the Montgomery County Council:

This letter serves as my application to contribute as a Montgomery County Council procurement process task force member, either of the (a) minority-owned and local small business task force, or of the (b) procurement policies and regulations task force.

My firm, Cobb Systems Group, LLC (CSG), is an NMSDC¹-certified minority business enterprise, established in 2009. We provide technology and talent services, with a core focus in finance, healthcare, biotech, earth sciences, and gaming – however, we'd like to support all industries, including the public sector. To this end, CSG promotes community involvement, and I along with CSG's key leadership have supported the Montgomery College Foundation peer-to-peer mentoring program, CSG adult back-to-work internship programs, Rockville jobs growth and residential workforce economic development "visioning," and NMSDC events. I also give educational talks, mostly to audiences transitioning from academic or vocational situations to the workforce.

In 2014, we won Montgomery County Innovation Network Company of the Year. CSG has been successful in competing for and winning many commercial and non-profit contracts. We expect to graduate from the innovation network in June 2015, and will begin the process of locating to new office space in Montgomery County shortly.

We have strong relationships through the innovation network; our clients; our job candidates, mentees, interns, and workforce; our product development; and community involvement. Outreach to stakeholders of the County's procurement process will be second nature for me. CSG, a County-based firm, and I as CSG's president and also as a County resident, are fully committed to contributing to the continued improvement of the County's procurement system generally as well as ensuring access to the system by the County's minority, female, disabled, and small businesses.

I have over 25 years in business and engineering service delivery, with over five years doing this as the president and owner of CSG. I am not employed by the County or by a County-funded agency. Please find my resume enclosed. I look forward to hearing from you in January.


Wayne Cobb, President 12.03.2014

Enclosure: resume.

¹National Minority Supplier Development Council

Wayne D. Cobb

LEADER OF BUSINESS, TECHNOLOGY, AND OPERATIONS

Dynamic, results-oriented entrepreneur and consultant with a proven track record in building effective organizations that maximize value and enable growth; able to transform organizations for strategic agility; turn-around specialist; excellent approach to ambiguity, uncertainty, and rapid change in business environments. Experience includes:

- Business Development
- Strategic Planning
- Corporate Execution and Large-scale Project Delivery
- Information Technology and Engineering
- Organizational Change Management
- Client Relationship Management
- Acquisitions/Integration
- Corporate Risk Management
- Corporate Governance
- Offshore Utilization
- Disaster Recovery, Business Continuity

PROFESSIONAL EXPERIENCE

Cobb Systems Group, LLC

May, 2009 – Present

Responsibilities

- Oversee business development and sales for solutions, consulting, and product business lines.
- Lead business development activities and product development activities.
- Maintain key firm relationships and represent the firm publicly.

Key Accomplishments

- Grew corporate revenues at a CAGR of 51% since firm formation..
- Created offshore (CSG Solutions India Pvt Ltd [Bangalore]) software development affiliate
- Grew combined companies to 40 employees.
- Won Montgomery County Innovation Network Company of the Year 2014.

Rydex Investments (15 Billion in Assets under Management)

2002 – 2009

Executive Vice President of Operations – COO, Rydex Investments 2006 – 2009

Responsibilities

- Held P&L responsibilities for all areas under the service company, Rydex Funds Services.
- Led and was accountable for the operational results of approximately 140 associates in addition to contingent staff.
- Led business management practice, strategy creation process and business intelligence activities; ran business review process with new parent holding company executive team reporting all results, financials, key business drivers, and action plans for all Rydex business lines and ensured that action plans were carried out.
- Oversaw and managed finance, fund accounting, transfer agency, compliance, information technology, and facilities departments.

Key Accomplishments

- A primary contributor to the successful sale of Rydex yielding excellent value to shareholders, management and associates.
- Led project to inventory and quantify intellectual property and other firm assets for the sale.
- Led the Rydex Investments side of the integration with Security Benefit Corporation (acquirer).

Sr. Vice President, Chief Technology Officer Rydex Investments 2002 – 2006

Responsibilities

- Oversaw creation, communication, and execution of the corporate operating plan; plan includes P&L, all departmental operations, project, and capital budgets, and corporate staffing needs.
- Oversaw finance, information technology, and facilities departments.
- Established and ran the corporate project management office, its meetings and supporting processes.
- Oversaw all technology initiatives for the firm, including internal development, integration efforts, outsourcing, external services, and operations.

Accomplishments

- Directed the build, integration, and delivery of a new, mission-critical transfer agent system that achieved 179% ROI and helped increase asset growth by \$7B by supporting an A-share class structure for the mutual fund product line.
- Directed the build, integration, and delivery of a new portfolio trading system; increased trade-crossing efficiency by 40%, decreased transaction fees, and subsequently increased fund performance.
- Built, integrated, and delivered a new trading web site that facilitates on-line shareholder trading of Rydex funds over the web; increased site reliability and site performance; contributed to decreased service call volumes at an average of 23% per year.

Thomson Corporation, Thomson Financial (NYSE:TRI, \$20B)**1999 – 2002***S.V.P. Technology, Thomson Wealth Management*Responsibilities

- Developed and supported product suites by overseeing all project management, software engineering, database engineering, systems integration, and client fulfillment areas.
- Performed all technical due diligence for corporate acquisitions and oversaw assimilation of acquired technologies into internal products.
- Provided executive technical sales support in winning large deals, including Merrill Lynch Online.
- Directed up to 80 associates in technology and client fulfillment.
- Achieved deterministic project execution, on-time product deliveries, and higher quality products as measured by lower down-time and fewer defects than previous years.

Accomplishments

- Provided sales support in winning the Wealth Management applications and Merrill Online portion of the overall Thomson Financial contract with Merrill Lynch
- Architected, built, and integrated both the Thomson Advisor and Wiesenberger InvestmentView.net 4.0 applications that later became the core of the Wealth Management suite of applications.
- Reorganized the technology organization into a matrixed, project-driven structure while performance-managing staff and acquiring talent, resulting in on-time delivery of all projects (two major version releases and 18 minor version releases, across seven products) for the last 13 months of my tenure.

Credit Management Solutions Incorporated (NYSE:FAF \$3.82B)**1997 – 1999***Director, Technology Architecture*Responsibilities

- Developed and supported a product line of credit decisioning systems.
- Directed network engineering, systems administration, data center operations, and database support; supported all e-commerce and service bureau business lines; was instrumental in creating and managing the technical services budget.
- Managed an international extranet comprising over 200 car dealerships, 40 financial institutions, and three channel partners for the Credit Connection service bureau.
- Managed expense and capital budgets.

Accomplishments

- Led the team that developed CMSI's first iteration of its next generation of a distributed computing rules engine, which automated loan processing and credit analysis.
- Directed the construction of an *n*-tiered, CORBA-based, rules engine written in C++ and JAVA.

VALIDITY Corporation**1996 – 1997***Sr. Project Manager, Consultant: Senior Technical Consultant to FAA-Flight Standards Analysis Information Center (FSAIC).*Responsibilities

- On a 1 year contract, led development of a data warehouse used to analyze designator compliance to Federal aviation regulations.
- Performed data modeling activities that yielded the data dimensions supported by the application.
- Managed the development of custom replication services between various FAA mainframe-hosted applications and the FSAIC database server farm; these services automatically pulled, transformed, and uploaded data into the warehouse.
- Managed the development of a browser-based analysis application that facilitated data mining.
- Managed the installation of the FSAIC switched network, web sever farm, and database server farm; led the team that integrated the new data center into the FAA national network.
- Managed project budgets.

Accomplishments

- Received multiple commendations from the FAA for exceeding expectations in product delivery.

Henry M. Jackson Foundation**1994 – 1996***Sr. Information Systems Engineer*Responsibilities

- Supervised data center operations.
- Supported intercontinental WAN, voice, and Internet services; supported 12 locations, across three continents.
- Led a team of UNIX, NT, and Netware administrators.
- Led a team that wrote custom applications (C++, Oracle) for researchers and IT personnel.

Accomplishments

- Led team that implemented application, networking, and database services in Bangkok, Thailand.
- Managed and provided software support to the Phylogenetic Analysis Project; this application suite decreased the amount of time needed to determine the genetic overlap of various virus clades from several days to less than a minute.
- Performed communications budget analysis and WAN performance studies; designed and implemented plans that moved the HJF-HIV enterprise network to newer, lower cost, technologies; WAN upgrades reduced the data communications budget by 50%.

Becton Dickinson (NYSE:BDX \$18.6B)**1991 – 1994***Computer Systems Manager*Responsibilities

- Supervised one software engineer; performed full life-cycle development of software for (robotic) real-time embedded systems and was later made responsible for network planning (four locations), and all data center operations.
- Performed object-oriented analysis and design.
- Assisted in developing and managing the capital budget.
- Analyzed and redesigned the Metropolitan Area Network, yielding a 300% increase in network performance for end users.

Biomedical Research and Developmental Labs (BRANDEL)**1987 – 1991***Embedded Systems Engineer*Responsibilities

- Developed and implemented embedded system architectures for robots.
- Supervised two electronics technicians and one engineer.
- Designed and developed hardware and software for robotic systems.
- Wrote firmware for multi-processor hardware architectures in Assembler language, and application software in C.

AWARDS AND ACCOLADES

- *Montgomery Count Business Innovation Network, Small business award, 2014.*
- *Best Advisor Services / Best Online Services, STAR Award, for a medium-size company for the real returns calculator, Rydex Investments, 2006.*
- *First Place, Innovations, Thomson Media Operations Award, for PowerAgent transfer agent system multi-cycle pricing, Envision / Rydex Investments, June 2004.*
- *Integration Solution of the Year, Annual Microsoft Certified Partner Awards for Microsoft Certified Partners and Microsoft Certified Business Solutions Partners for Biztalk implementation, RDA / Rydex Investments, 2003.*
- *Presidents Award for exceeding expectations in the development and delivery of the Fund Enterprise financial application product line, Thomson Financial, 2000.*
- *Performance Award for Excellence in Technical Management, VALIDITY Corporation, 1997.*
- *Management Award of Excellence for software development in support of the Phylogenetic Analysis Project, Henry M. Jackson Foundation, 1996.*

EDUCATION, SPECIAL TRAINING, AND AFFILIATIONS

- *Creating Value Through Financial Management, the Wharton School, University of Pennsylvania, 2008.*
- *Executive Development Program, the Wharton School, University of Pennsylvania, 2006.*
- *Member, Vistage Key Executive Program, 2005 – 2007.*
- *Thomson Solutions Program, Thomson Corporation¹, 2001.*
- *Thomson Leadership Development Program², 2000.*
- *Bachelor of Science in Electronics Engineering Technology, Capitol College, Laurel, Maryland, 1991.*

OTHER INTERESTS

- Professional Speaking

¹ The Thomson Solutions Program is an invitation-only program aimed at teaching graduates how to build business cases, evaluate opportunities, and determine implementation costs and logistics for new product and business development opportunities to be proposed to Thomson Financial corporate for funding.

² The Thomson Leadership Development Program is an invitation-only program aimed at accelerating the development of leadership skills in Thomson's top management talent.

Creamer

November 25, 2014

Montgomery County Council
Council President Craig Rice
County Council Office
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, MD 20850

RE: Procurement Policies and Regulations Task Force

Dear Council President Rice;

I would like to apply for the County's Procurement Policies and Regulations Task Force to provide options for the reform of the County procurement system. I am attaching my resume which shows my extensive experience with business and non-profit service delivery.

I am a lifelong resident of Montgomery County with many years of experience with procurement and I feel that these positions have benefited from my core strength of procurement management. I am a proven leader and innovator with the ability to partner with various customers to identify and evaluate operational requirements and use best practices to meet or exceed goals. In my current position with AARP I am well versed in procurement policies and procedures at a major non-profit organization. Overall, I feel that I have a well-balanced set of skills that would work well on the task force.

If I can provide any additional information or references, please do not hesitate to contact me.

Tom Creamer

THOMAS N. CREAMER

Technology, Data Analysis and Procurement Specialist

Continual process improvements with record of significant cost savings

Seasoned technology professional with experience in hardware and software, supplier relationship management, project and product management. Proven leader and innovator with the ability to partner with business customers to identify and evaluate operational requirements and use best practices to meet or exceed goals. Exceptional oral and written communication skills.

**Project Management • Vendor Management • Strategic Sourcing • Procurement and Asset Management Compliance
Operations Management and Strategic Project Support • Analytical Background with Data Analysis Proficiency**

ITIL Foundations Certified

EXPERIENCE

Manager IT Procurement, Procurement and Contracts Management, AARP, Washington, DC 2013 – Present

- **Leading category management efforts** in AARP's Information Technology spend area with over \$100 million in annual spend.
- **Serving as the procurement subject matter expert** in Information Technology.
- **Collaborating with business unit leadership** to develop annual category management plans that include an annual sourcing calendar, a supply market overview, summary of business needs and cost drivers and current supply-base overview complete with listing of expiring agreements and plan of action.
- **Personally leading the large, complex sourcing and negotiation efforts** as part of the category management plan, leveraging e-procurement tools as applicable.
- **Leading and managing sourcing teams**, including multiple business units and other procurement resources.
- **Meeting annual category management objectives** and targets related to spend under management, spend under contract, spend through approved buying channels, savings and other efficiencies.
- **Ensuring the procure-to-pay process** for the category is compliant and in-line with service levels.
- **Building and maintaining key business unit and supplier relationships**, resolving disputes and driving innovation and continuous improvement (customer and supplier relationship management)
- **Facilitating compliance with AARP procurement policies and procedures** by setting an example, educating partners, and appropriately escalating issues when necessary.
- **Setting a leadership example for the broader PCM team** – teaching and mentoring peers and less-experienced team members.
- **Occasionally leading PCM-wide initiatives** beyond the scope of a given spend category.
- **Executing supplier agreements** up to \$500K in total value.

Manager, Technology Management Center, Marriott International, Inc., Bethesda, MD 2004 – July, 2013

- ❖ Responsible for over \$2.5 million in annual cost savings and more than 160 man-hours saved annually.
- ❖ Two time winner of Marriott's Information Resource's Values in Practice Recognition Award.

Provided focused research and consulting to Marriott internal customers on procurement matters. Acted as liaison among business units, vendors and procurement functions for forecasting, data analysis, reporting and standards administration. Engaged in product and vendor management and established, maintained and executed appropriate procedures to ensure that Marriott standards were translated into successful procurement processes; that product availability issues were

proactively resolved; that vendor SLA compliance could be validated through data analysis; and that adequate communication channels were established and maintained among the internal and external organizations involved in Marriott IR procurement. Lead trainer of Global Vendor Management for domestic and international field associates.

- **Designed, implemented and maintained online order process** that enabled more than \$30 million in annual purchases of more than 600 standard products in over 100 configurations.
- **Project management lead** for multiple, high visibility projects requiring coordination between multiple business process owners.
- **Conducted multivariate data analysis** in support of weekly forecast of technology purchasing.
- **Actively sought out information regarding global technology industry** in order to recognize and predict the effects of natural disasters on product supply chains and make inventory changes to remediate global constraints.
- **Designed and implemented an internal billing process** that allowed international associates to purchase software licenses through a U.S. reseller at savings 30% below local license prices.
- **Conducted large scale Requests for Proposals** including selection of global PCs, servers and multi-function devices. Followed up RFP process with negotiations of global sales agreements with total value in excess of \$20 million per year.
- **Created and maintained application** providing real-time monitoring of reseller's website in order to secure standards and prevent unapproved price or product changes.
- **Navigated cultural differences** and drove department to embrace corporate vision of globalization.
- **Technical liaison** between corporate and global IR teams for services and issues resolution.
- **Sought out cost saving opportunities** and value added changes to existing procedures through use of business analytics.
- **Regularly reviewed Data and Information Security procedures** to insure compliance with Marriott and industry best practices.

Director, Board of Directors, Frostburg State University Foundation, Frostburg, MD 2011 – Present

- ❖ **Member of the Board's Governance-Best Practices committee.**
- ❖ **Recipient of the 2013 Distinguished Alumni Achievement Award.**

The Frostburg State University Foundation is a not-for-profit organization whose mission is to support the goals and objectives of Frostburg State University. The Board of Directors raises private money through philanthropy in support of the University's Strategic Plan.

- **Use best practice methodologies** to increase overall operating and fundraising performance of the Foundation.
- **Evaluate quarterly financial statements** to determine overall health of foundation's investments and determine strategy for annual disbursements from endowments.

Manager, Information Technology Procurement, Sodexo, Gaithersburg, MD 2001 – 2004

- ❖ **Automated repetitive tasks**, saving more than 40 man-hours per month.

Responsible for all processes and procedures for technology equipment procurement at a major, international service provider.

- **Researched industry best practices** in order to continually update procurement processes.
- **Repeatedly negotiated significant cost reductions** with manufacturers of PCs and printers used as corporate standards.
- **Successfully managed major refresh project** that replaced over 600 PCs at more than 200 locations in less than five weeks.
- **Maintained Service Level Agreements (SLA)** with primary value added resellers.
- **Responsible for project planning** and execution of numerous equipment rollouts and refreshes.
- **Followed full life cycle processes (ITIL)** for PCs, printers and servers.

Information Systems Consultant, Sodexo-Marriott Services, Gaithersburg, MD 1999 – 2001

- ❖ **Won Information System Consultant STAR award for process improvements to Contracts' System rollout.**
- **Supported HealthCare units in their use of technology** by identifying process improvements and enhancements which improved technology use and support.
- **Developed and executed project plans** for technology equipment installations and replacements.
- **Led offsite training team** for major system rollout, completing 15 training sessions in three months.

ManorCare Health Services, Gaithersburg MD, 1993-1999

Migration Coordinator, 1997 – 1999

Supervisor, PC Support, 1996 – 1997

Senior PC Support Analyst, 1994 – 1996

PC Support Analyst, 1993 – 1994

System Administrator, Senator Christopher J. Dodd, U.S. Senate, Washington DC, 1993 – 1993

Legislative Assistant - System Administrator, The Honorable Robert G. Torricelli, U.S. House of Representatives, Washington DC, 1989 – 1993

Software Engineer, Aristotle Industries, Washington DC, 1987 – 1989

Systems Consultant, Mike Barnes for Senate Campaign, Rockville MD, 1986 – 1986

Staff Assistant, The Honorable Michael D. Barnes, U.S. House of Representatives, Washington DC, 1982 – 1987

EDUCATION

Frostburg State University, Frostburg MD, B.S., Political Science with Minor in Computer Science

CIVIC EXPERIENCE

Shady Grove Village Homeowners' Association, Member and Past President

Frostburg State University Foundation, Board of Directors

Montgomery County Board of Elections, Chief Elections Judge

From: Eppie Hankins
Sent: Tuesday, December 02, 2014 4:54:25 PM
To: Montgomery County Council
Subject: Application for Montgomery County Procurement System Task Force

Hankins

Dear Montgomery County Council Office:

This letter and attached resume are submitted as my application for a position on Montgomery County's Procurement Policies and Regulations Task Force (first choice) or the Minority Owed and Local Small Business Task Force. While the former is my preference, I am very interested in serving on either of these important Task Forces.

In addition to my personal and professional interest in the County's procurement system, I believe I have a unique set of qualifications that will add value to either of these Task Forces. First I am currently and have been a Montgomery County resident for 21 years. Professionally I have 26 years of government contracting experience and have been a member of the National Contract Management Association for more than 15 years. I am also the owner of a small business.

I founded and operated EOH Group, LLC (EOH) in the Montgomery County from 2008 until I moved the business out of my home to Hyattsville, MD in Prince George's County in December 2012. EOH is a minority and woman-owned small business that provides services that include government contract administration, compliance and certification assistance to small and medium size government contractors in the Washington, DC metropolitan area. As a company, EOH has bid on and won a Montgomery County contract and assisted other small businesses in the administration of County contracts. Additionally, EOH has been certified by Montgomery County as a local, minority and female firm so I am familiar with the process, procurement system, regulations, MFD program as well as the opportunities and challenges of small businesses operating in and seeking to do business with the County.

I appreciate the Council's consideration of my application for one of these important positions. Please do not hesitate to contact me by email at eohankins@eohgroup.com or by telephone at a 240-770-4058 if additional information is required to assist in the evaluation of my application.

Eppie

Eppie O. Hankins, MBA
EOH Group, LLC
Capture to Closeout Contract Support

www.eohgroup.com
HUBZone Certified
Woman-owned Small Disadvantaged Business

(44)

EPPIE O. HANKINS

PROFILE

Eppie O. Hankins has 26 years of experience in the government contracting arena. She has been responsible for the oversight, management, administration and closeout of service contracts varying in size, scope, complexity and types. She is currently the President of EOH Group, LLC, a management consulting firm specializing in providing contract closeout and administration support services to contractors with Federal Government contracts.

EMPLOYMENT HISTORY

EOH Group, LLC, Hyattsville, MD, President

2007 - Present

EOH Group provides business and personnel support services, contract administration and closeout support services to the Federal, State and local Government and commercial firms. Services include but are not limited to staff augmentation; full cycle government contract administration; task order management; contract staff recruitment and screening; SCA compliance; GSA contract and subcontract plan administration; development of non-disclosure, teaming and subcontract agreements; policy development and compliance reviews; executive and project management; capture planning and new business development; RFP analysis and proposal support; contract start up support; staff training and contract closeout services.

BETAH Associates, Inc., Bethesda, MD, Chief Operating Officer

1997 - 2007

Ms. Hankins began her 10 year tenure with BETAH as a consultant and worked directly with the company's founder and CEO to help grow the company from a staff of 20 to more than 100 employees, increase revenue by 700 percent and successfully graduate from the Small Business Administration's 8(a) program. Prior to her appointment as Chief Operating Officer, Ms. Hankins served as the company's Vice President for Administration and Business Development. As Chief Operating Officer, she was responsible and accountable to the company's CEO for daily corporate operations; supervision of division directors and corporate personnel; assurance of compliance with all Federal and state regulations pertaining to business operations; and negotiation of major Government contracts and subcontracts. She also served as the contract administrator and corporate monitor for all company contracts throughout her tenure and was the Director of the Facilities Management Division. Ms. Hankins provided administration and oversight of Federal Government contracts, subcontracts and vendor agreements and contract closeouts. She was responsible for compliance with contract terms and deliverables; contract and task order modification tracking and processing; quality assurance and client relationships; planning and oversight of contract start-ups, contract close-outs, and special meetings; and administration of company GSA schedule contracts. Ms. Hankins regularly led and or participated in strategic planning sessions to include development and implementation of company long- and short-term business goals, capture strategies, proposal development, marketing, and customer retention plans.

EOH, Inc., Silver Spring, MD, President

1996-1998

Under a contract award by the Montgomery County Department of Economic Development, Ms. Hankins developed and implemented a highly successful program entitled *Project Growth!* The project was designed to assist the county's small businesses to identify resources and opportunities to "grow" and develop new business. She also provided contract closeout

EPPIE O. HANKINS

services, business development, contract administration and general management consulting services to multiple Federal contractors.

Systems Assessment & Research (SAR), Inc., Lanham, MD, Director of Operations and Project Manager **1996**

Ms. Hankins managed a nationwide personal services indefinite delivery indefinite quantity (IDIQ) contract for the provision of Physician Assistants (PA) to Army bases nationwide. Her corporate responsibilities included contract administration, daily operations; supervision of corporate staff; preparation of invoices; tracking receivables; administration of pay roll; development of corporate infrastructure, including human resources; and participation in all facets of business development.

Sociometrics, Inc., Hyattsville and Silver Spring, MD, Project Director, Project Administrator, Corporate Manager **1990 - 1996**

As a project manager for multiple contracts, Ms. Hankins' responsibilities included administrative management of more than 300 contract personnel nationwide and overseas; interfacing with Government contracting officers (CO), specialists (CS) and technical representatives (COR/COTR); monitoring contract compliance and deliverables; establishing operating procedures based on contract requirements; and quality control. She conducted labor market research and successfully developed recruitment plans to identify scarce medical, special education, and support personnel to work on military installations, many in remote locations, within and outside the US. Ms. Hankins established project records to assure compliance with Federal and company record requirements, was responsible for corporate contract administration, managed the company's human resources department, and was responsible for business development.

T. Head & Company, Inc., Herndon, VA, Project Manager and Director of Human Resources **1988 - 1989**

Ms. Hankins started up and managed a Federal Government contract to recruit and screen over 500 cleared support personnel to work overseas for this 8(a) contractor. She managed other contracts for on-site personnel, participated in new business development, and established and managed company's first human resources department which included development of employee handbook, forms, and employee policies and procedures.

EDUCATION

M.B.A., Howard University, Washington, DC

M.P.A., Howard University, Washington, DC

B.S., Howard University, Washington, DC

Completed numerous Federal contract administration training courses including Contract Closeout courses offered by ESI and Centre Consulting

PROFESSIONAL MEMBERSHIPS

National Contract Management Association (NCMA), 15 year member and serves on the Executive Committee, Bethesda/Medical Chapter



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Henley

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Metro Washington Chapter

Chairman of the Board
Bob Jones
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President/CEO

RECEIVED
November 10 2014
MONTGOMERY COUNTY

The Honorable George Leventhal
Montgomery County Council
100 Maryland Avenue
Rockville, MD 20850

Dear Councilman Leventhal:

Associated Builders and Contractors (ABC) of Metro Washington is most interested in having a representative of our organization on the soon to be created Procurement Policies and Regulations Task Force. Obviously, this issue is of great concern and interest to our membership.

It is with great pleasure that we recommend Mr. Robert C. "Buddy" Henley to serve on this body. Mr. Henley will bring years of experience to the Task Force in the area of County construction and procurement. Mr. Henley serves as President of Henley Construction and is also a resident of the County. Mr. Henley serves in a leadership role with ABC and will be Chairman-Elect in 2015.

I have attached a resume for your review. We are confident that Mr. Henley will bring a valuable expertise to the task force. Thank you for considering our request.

Sincerely,

Bob Jones
Chairman of the Board

encl: Henley Resume



ROBERT C. (BUDDY) HENLEY

SUMMARY

Buddy is President and majority shareholder of Henley Construction Co., a commercial general contractor and construction management firm located in Gaithersburg, MD performing work in the Washington Metro area. The firm celebrated its 50th anniversary in March 2014. A large percentage of the companies projects are educational and community related facilities with the ability to bond single projects in excess of \$125 million.

EXPERIENCE

2007- present

President

- Set goals and objectives for company looking forward 1 to 10 years. Implement and execute strategic plan, develop processes and KRA based job descriptions.

1995-2000

Project Manager

Oversee operations and delivery functions of the business, and provide their expertise to clients' construction program of projects.

1995-2000

Project Manager/Estimator

- Estimated project costs, submitted bids, responsible for the day to day operations of specific projects. Scheduled subcontractors, submitted monthly billings.

1988-1995

Superintendent

- Responsible for the daily scheduling and supervision of crews and subcontractors to achieve successful completion of project assigned to. Worked in field with owner's reps and architects.

EDUCATION/CERTIFICATIONS

1988

Bachelor of Science- Economics, *University of Maryland, College Park*

1997-01, 1998-1999

Certified Healthcare Constructor *American Hospital Association*

Certificate of Value Engineering *Virginia Department of Transportation*

animer consulting, llc

Moore

December 2, 2014

Council President Craig Rice
County Council Office
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, Maryland 20850

Dear Council President Rice,

I am writing to express my interest in participating on one of the two task forces recently established by the Montgomery County Council to study potential reforms of the County procurement system.

I am uniquely qualified to serve on one of the Tasks Forces. Some of my relevant experience includes:

Compliance with business diversity programs at 60 U.S. airports and consistently achieving or exceeded company objectives;

Developed and conducted companywide business diversity training for corporate, branch and support staff;

Created and executed the disadvantaged, minority and women-owned business programs for Lambert-St. Louis Airport when it was the 11th busiest in North America for aircraft operations;

Centralized the contracting function and developed policies and procedures for professional services, general services, and maintenance contracts; and

Awarded the FAA's National Achievement Award for the Development and Implementation of an Exceptional Disadvantaged Business Enterprise Program.

I would really appreciate the Council's favorable consideration of my application to serve on one of the Task Forces. My resume is included with this letter of application.

Respectfully submitted,
Linda Moore
Linda Moore, AAE

LINDA MOORE, A.A.E.

PROFESSIONAL PROFILE

Accomplished and solutions-oriented senior executive with expertise building effective business relationships and providing coaching, training, program development and organizational analysis to airports, businesses, and government agencies. Over 18 years of experience actively leading the planning, implementation, and oversight of airport business programs. Demonstrated success utilizing strong creative-thinking, management, and communication skills to turn corporate vision and strategy into profitable results.

AREAS OF EXPERTISE

- o Training and Outreach Programs
- o Disadvantaged Business Enterprise Programs
- o Minority and Women Business Programs
- o Diversity Training
- o Business Relationship Management
- o Contracts Administration
- o Municipal Government
- o Public Policy Impact Analysis

LEADERSHIP EXPERIENCE

ANIMER CONSULTING, LLC

MONTGOMERY VILLAGE, MD

President

July 2009 – Present

A management consulting firm specializing in assisting individuals and teams in the public and private sectors to achieve their personal and professional best. Offers a core menu of services developed to bring to life a new way of thinking, seeing or interacting, Animer is poised to collaborate with clients and to empower them to find their own answers and make their own choices. Animer specializes in people, program and business development.

- Conducting companywide training for business partners, corporate, branch, and support staff
- Consult with companies to develop and monitor ACDBE programs.
- Completed project for the Federal Aviation Administration Office of Civil Rights gathering information from businesses to development position on policy matter.
- Leadership coaching for business owners.
- Evaluating simulation training for airport emergency preparedness.

EXSTARE FEDERAL SERVICES GROUP, LLC

ALEXANDRIA, VA

Partner

August 2006 – July 2009

Provide consulting and training services to airports, domestic corporations, and federal agencies. Advise clients on how to create and implement original solutions to achieve short-term and long-term business and organization objectives. Also responsible for business development and human resource management.

LINDA MOORE, A.A.E.

- Conducted strategic planning for an airport board, conducting a concessions disparity study, assisting companies in meeting their business objectives, and delivering high quality training to federal and airport employees
- Engaged by the Federal Aviation Administration (FAA) Civil Rights Office to coach Civil Rights External Program staff in supporting Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) program administrators.
- Facilitated Airport Officials Luncheon and the Commissioners Roundtable at the 24th and 25th Annual AMAC/FAA Airport Diversity Conferences.

HMSHOST CORPORATION

Vice President of Government Affairs

BETHESDA, MD

October 2001 – July 2006

Responsible for advising senior management on legislative and regulatory issues affecting the world's largest provider of food, beverage and retail concessions to the travel industry. Broadened and expanded the quality, focus, and value of relationships between the company and its business partners and developed and directed the company's business diversity strategy.

- Collaborated with airport staff and policy-makers, minority and woman-owned businesses, community leaders, and elected officials to improve relationships with communities, airports and road authorities.
- Oversaw ACBDE programs at 60 U.S. airports and consistently achieved or exceeded company objectives.
- Conducted companywide ACDBE/DBE training for corporate, branch, and support staff.
- Created and led design of an online interactive communications tool for ACDBE business partners to share and receive information and best practices, training, surveys, and sales reporting.
- Led corporate-wide initiative with ACDBE subtenants and ACDBE joint venture partners in a meaningful and appropriate manner consistent with airport and regulatory objectives and good business practices.

LAMBERT – ST. LOUIS INTERNATIONAL AIRPORT

Assistant Airport Director

ST. LOUIS, MO

September 1991 – August 2001

Managed Community Programs and Contracts Administration with direct responsibility for the development, implementation, and administration of DBE programs, airport contracting, land acquisition, property management, and noise mitigation programs. Created and executed the disadvantaged, minority and women business programs for the airport when it was the 11th busiest airport in North America for aircraft operations.

- Developed a centralized function and contracting policies and procedures for airport contracts.
- Awarded the FAA's National Achievement Award for the Development and Implementation of an Exceptional Disadvantaged Business Enterprise Program.

EDUCATION

B.A., Sociology, Southern Illinois University

M.S., Urban Affairs and Policy Analysis, Southern Illinois University

LINDA MOORE, A.A.E.

Accredited Airport Executive (A.A.E), American Association of Airport Executives

Certificate, Georgetown University Leadership Coaching - Certificate Program

PROFESSIONAL AFFILIATIONS

- **Senior Leadership Montgomery**
Member of class 2014
Leadership Montgomery Alumni
- **Airport Minority Advisory Council (AMAC)**
Active member for over 18 years, serving as resource to the organization and to airport DBE Liaison Officers developing programs across the country. Served as Chair from 2000 to 2002.
- **Airport Council International – North America (ACI-NA)**
Former Chair of the Economic Committee
Currently serving on Business Diversity Steering Committee
- **American Association of Airport Executives (AAAE)**
Member
Served on the Board of Examiners

COMMUNITY SERVICE

- **Montgomery Village Foundation (MVF) Board Member** - current
- **MVF 2030 Vision Steering Committee** - 5/2010 - 5/2011
- **MVF Development & Public Facilities Committee** - 11/2012 - current
- **MVF Joint Committee to review and make recommendations on proposed development of the former Nike Missile Launch Site** - 2/2013 - 5/2013
- **MVGC Joint Property Committee** - 5/2013 - present
- **Gaithersburg Help** - Volunteer, Infant Care Program 2010 - present
- **Montgomery Baptist Church** - Member and Volunteer, 2008 - present

LINDA MOORE, A.A.E.

AWARDS, PRESENTATIONS, AND PUBLICATIONS

- D&I Vision, Strategy and Business Case, Airports Council International-North America, (ACI-NA) Business Diversity Committee, Presenter, September 2014
- “Airport Concessions - How They Work and Is It The Opportunity For You?” Airport Minority Advisory Council (AMAC) Airport Business Diversity Conference, Coordinator and Facilitator, June 2014
- “Sustainability: Securing Future (Airport Concession) Opportunities on the Circuit,” *FAA/Airport Minority Advisory Council Annual Airport Business Diversity Conference*, Presenter, June 2008
- “Best Practices in Airport Contracting,” *AMAC Commissioners Roundtable*, Presenter, June 2008
- “Challenges of ACDBE Growth and Business Opportunities and the Greening of Airports,” *FAA/Airport Minority Advisory Council Annual Airport Business Diversity Conference*, Facilitator, June 2008
- AMAC Hall of Fame Award, June 2008 (presented by the AMAC for long term, historical, and profound contributions to further the mission and goals of AMAC, as well as for the growth and development of airport business and professional employment diversity)
- “Civil Rights Issues, Challenges, and Concerns Related to External FAA Customers,” *National Meeting of the FAA Civil Rights Staff*, Presenter, May 2008
- “Conducting Effective Customer Consultation,” National External FAA Civil Rights Officers, Trainer, May 2008
- “Builders of Dreams and Communities,” *Celebration of Women Business Owners Awards Luncheon*, Lambert-St. Louis International Airport, Keynote Speaker, April 2008
- “Initiatives that Level the Playing Field in Airport Contracting,” *AMAC Commissioners Roundtable*, Presenter, June 2007
- “From the Inside Out: How to Be the Most Sought after Franchise by Minorities and Women,” *IFA Convention, Diversity Boot Camp*, Presenter, February 2006
- “Guide to Successful Tenant Management,” October 2005 (authored guide to assist airport branch concession managers in creating and maintaining a high level of customer satisfaction with airport clients, business partners, and the traveling public)

LINDA MOORE, A.A.E.

- “Joint Venture Partners Orientation Guide,” October 2005 (authored guide to assist ACDBE joint venture partners in achieving cooperation, communication, financial satisfaction, and professional success)
- “Subtenant Orientation Guide,” October 2005 (authored guide to assist ACDBE subtenants in achieving cooperation, communication, financial satisfaction, and professional success)
- “Disadvantaged Business Enterprise Program Management for Small Airports,” *16th Annual AAAE and Southeast Chapter of AAAE Airport Finance and Administration Conference*, Panelist, January 2005
- ACDBE Subtenant and ACDBE Joint Venture Satisfaction Survey, November 2004 (conducted survey to obtain feedback on the company’s communications, relationships, and delivery of contractual services)
- “Setting Direction,” *Women Foodservice Forum Regional Connect Meeting*, Presenter, November 2004
- “Franchising: Street to Airport/Airport to Street,” *FAA/Airport Minority Advisory Council Annual Airport Business Diversity Conference*, Presenter, June 2004
- “Access to Concession Opportunities and Ownership,” *U.S. Department of Transportation’s 1st National Disadvantaged Business Enterprise Conference*, Panelist, November 2004
- Annual Business Partner Meetings, 2004 – 2006 (planned and hosted business meetings to facilitate social and business communications between corporate officials, support staff, and ACDBE businesses)
- “Access to Airport Business Opportunities for Minorities” *Congressional Black Caucus Transportation Braintrust*, Presenter, September 2002
- FAA Award, June 2002 (recognized by the FAA for unwavering commitment to the FAA and furthering the participation of DBEs in the concessions and construction arenas)
- Airport Council International-North America Leadership Award, 1999
- Airport Minority Advisory Council Award of the Chair, 1998

Daniel Parra

Parra

Procurement Policies and Regulations Task Force

November 30, 2014

Council President Craig Rice

County Council Office Stella B

Werner Council Office Building

100 Maryland Ave,

Rockville, MD 20850

Dear President Rice,

I have a very strong interest in pursuing the available position in the Procurement Policies and Regulations Task Force. With my experience in the community and the business field I have a very diverse background to offer.

Please see attached my resume for your consideration.

Thank you in advance for your time.

Sincerely,

--

Daniel Parra

President
Hispanic Chamber of Commerce Montgomery County

Your Gateway to the Hispanic Business Community. Tu Cámara

(55)

DANIEL PARRA

SUMMARY OF QUALIFICATIONS

- Impactful leader with emphasis in growth, sustainable and profitable business model
- Resourceful manager with an emphasis in Government contracting, making customer service a priority, building a positive reputation through relationships, and bringing out the best in a team through collaboration.
- Excellent team builder and problem solver.
- Skilled in community outreach, event planning, and public presentations.

PROFESSIONAL EXPERIENCE

President **January 2014- Present**
Hispanic Chamber of Commerce Montgomery County.

- *Chief administrative executive ultimately responsible for the total operations of the organization, as it involves program planning and staff.*
- *Serves as the primary staff point of contact for the officers, executive committee, board of directors and members.*
- *Coordinates the organizations Strategic Plan, Structure and procedures.*

District Sales Manager **Sept 2011 – January 2014**
Avon Products Inc.

- *Responsible for running two sales districts with 1600 independent representatives. Reporting excellent outcomes and sales growth in both assigned geographic areas.*
- *Provide Counseling to representatives to implement and grasp a successful business and marketing plans.*

Financial Counselor and Educator **April 2010 – Sept 2011**
Hispanic Committee of Virginia, Fairfax, VA

- *Responsible for Teaching Basic Financial Literacy Classes, workshops and seminars to immigrant adults.*
- *Provide one on one Counseling Sessions helping clients to prepare their personal budgets and follow up with them.*
- *Collaborate with other non-profit organizations and government agencies to prepare events focused on Financial Literacy educational workshops, seminars and special programs like IDA (Individual Development Accounts), Matching funds with banks.*

Management Assistant **November 2008 – December 2011**
Vair Corporation, Frederick, MD

- *Responsible for accounts payable and accounts receivable, handling over 300 vendors and more than 1000 customers.*
- *Had authority to prepare and sign checks, balancing both deadlines and the budget.*
- *Maintained updated pricing from suppliers, billed customers, and filed periodic reports twice a month.*
- *Produced financial statements including the balance sheet and profit and loss, and processed payroll with Quicken, Excel, and Microsoft Access.*

DANIEL PARRA

**Managing Director, Maryland Office
Latino Economic Development Corporation, Wheaton, MD**

July 2006 – May 2009

- *Responsible for coordinating the opening of a satellite office, the organization's first outside of DC, and the ongoing direction of the new office.*
- *Develop relationships with stakeholders in Wheaton and Montgomery County, including funders, government, business owners, nonprofits, and client base.*
- *Provide direct service including business seminar presentations and individual technical assistance.*
- *Supervise a staff of three in the small business development program.*
- *Serve on community boards such as: Wheaton Business Innovation Center Tenant Review Committee, Latin American Advisory Group to the Montgomery County Executive, Loan Review Committee for the Montgomery County Microenterprise Program, Director Ex-officio of Wheaton and Kensington Chamber of Commerce.*
- *Helped the office to grow from a single program staff of two people to a staff of seven across multiple programs.*
- *Oversaw the construction process and coordinated the transition to a permanent office in Wheaton.*

**Business Outreach Manager and IDA Coordinator
Latino Economic Development Corporation, Washington, DC**

August 2005 - June 2006

Responsible for developing and implementing an outreach strategy to attract clients to small business development training and other services.

- *Cultivated strong partnerships with local Hispanic and mainstream media.*
- *Delivered off-site workshops and established a positive presence in the community through site visits.*
- *Facilitated the development of the Mid-14th Street/Tivoli North Business Association and helped several businesses participate in street clean-ups, energy efficiency audits, etc.*
- *As Individual Development Account Coordinator, increased the number of participants in the housing and business savings program through extensive outreach and follow-up.*
- *Helped a group of tenants in a low-income rental building enroll in IDA accounts to pursue homeownership with the conversion of their rental units to condominiums.*
- *Served on a task force to develop the Marriage Development Account program.*

**ESL Program Coordinator
Spanish Catholic Center, Gaithersburg, MD**

November 2003 - August 2005

- *Responsible for coordinating ESL classes for low-income adult immigrants, recruiting volunteers, and marketing the program throughout the community.*
- *Resolved logistical needs of the program such as classroom space and registration locations.*
- *Coached teachers to reach the program's goals and designed training sessions to bring teaching procedures up to date.*
- *Prepared reports and statistics requested by sponsors and funders.*

**Management Assistant and Bookkeeper
Vair Corporation, Frederick, MD**

November 2000 - August 2005

- *Responsible for accounts payable and accounts receivable, handling over 300 vendors and more than 1000 customers.*
- *Had authority to prepare and sign checks, balancing both deadlines and the budget.*
- *Maintained updated pricing from suppliers, billed customers, and filed periodic reports twice a month.*

DANIEL PARRA

- *Produced financial statements including the balance sheet and profit and loss, and processed payroll with Quicken, Excel, and Microsoft Access.*
- *Surveyed Montgomery County Public Schools to report filter needs in the heating, ventilation and air conditioning equipment.*

Owner and Manager
Ajustando Ltda., Santafé de Bogotá, Colombia

June 1990 - February 1999

- *Founded the enterprise as an insurance professional and grew the company by adding team members and working with important national clients.*
- *Responsible for the disbursement of allocations determined by the insurers to meet claims submitted by the insured.*
- *Oversaw all risk inspections, audits, technical reviews of insurance contracts, settlements, and provided final reports with recommendations.*
- *Employed vast knowledge of the insurance sector as a lecturer in seminars and workshops for insurance / re-insurance companies and insurance / re-insurance brokers.*
- *Active in interdisciplinary work groups charged with analyzing the impact of Y2K.*
- *Interfaced between insurers and clients to expand clients' insurance portfolios.*

EDUCATION

License (B.S.) in Economics, 1988.
Universidad Autónoma de Colombia, Santafé de Bogotá, Colombia

LANGUAGES

English - Proficiency in speaking, reading, and writing
Spanish – Native

TECHNOLOGY SKILLS

MS Office, Corel Draw, Internet, Excel, Access, Quicken, MS Money.

REFERENCES

Carmen Larsen
Aguas Inc.
301-654-4000

Mayra Bayonet
HCCMC
240-630-8638

Pete McGinnity.
Wheaton Redevelopment Program
240-777-8126

Robbins

SHULMAN
ROGERS

GANDAL
PORDY
ECKER

DAVID B. ROBBINS
CHAIRMAN, GOVERNMENT CONTRACTS AND GRANTS PRACTICE

December 3, 2014

VIA E-MAIL TO county.council@montgomerycountymd.gov

Hon. Council President Craig Rice
County Council Office
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, MD 20850

Re: Application to Service on Procurement Policies and Regulations Task Force

Dear Council President Rice:

It was a pleasure to receive notice of the need for members to serve on the Council's Procurement Policies and Regulations Task Force. I am a veteran of two federal task forces – the Acquisition Advisory Panel reviewing the federal government's service contracting rules and regulations and recommending changes¹ and the Panel on Contracting Integrity, a Department of Defense Senior Leader panel to review progress to eliminate waste, fraud and abuse and recommend changes to law and regulation to prevent these problems.² I thoroughly enjoyed my time supporting the efforts of both Panels and believe we effected meaningful change through each and I would like to volunteer time to sit on (or chair, if needed) the Procurement Policies and Regulations Task Force.

I have approximately 15 years of experience with government contracting across local, state and federal systems and on the business and legal sides. Currently, I Chair Shulman Rogers' growing Government Contracts and Grants Practice where I work with contractors of all sizes from the very largest to the very smallest and on matters before federal, state, and local agencies. This experience should be valuable as it provides an extremely broad awareness and knowledge of the different procurement systems across the country and the challenges and benefits of each. My other professional experience should be complementary. I have been a contractor. I have worked in "world leading" law firms on government contracts matters. I served as a Deputy General Counsel (acting) for the U.S. Air Force in an acquisition and integrity role. And, I have worked with the Office of

¹ For further information, please see <http://acquisition.gov/COMP/aap/index.html>

² For further information, please see http://www.acq.osd.mil/dpap/cpic/cp/panel_on_contracting_integrity.html

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SHULMAN
ROGERS

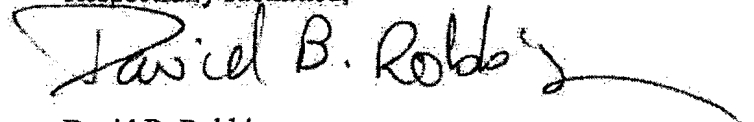
GANDAL
PORDY
ECKER

Page 2

Secretary of Defense on major systems acquisition. A more complete summary of my experience is provided on the attached resume.

I hope you will find I am well qualified to understand the concerns of all stakeholders and I am well positioned to assist with recommendations to achieve better value and lower prices. I would be pleased to serve and would welcome any questions.

Respectfully submitted,

A handwritten signature in cursive script that reads "David B. Robbins". The signature is written in dark ink and includes a long horizontal flourish extending to the right.

David B. Robbins

David B. Robbins, JD/MBA/CFE

[home address and contact information removed for public document,
resident of Montgomery County, Maryland]

Profile: Seasoned leader and executive with government, private practice and industry experience. Change agent leading dramatic program improvement. Chairman of government contracts and grants practice group. Trusted business adviser. Preferred provider of government contracts services to "Big Four" accounting firm. Outside General Counsel to government contractors with federal, state and local engagements. Practice a diverse mix of transactional, corporate, investigations, litigation for government and commercial contracting firms. Former Deputy General Counsel (acting), Department of the Air Force. Revitalized and restructured Air Force global procurement fraud program, enhancing from \$30MM per year to \$600MM per year in recoveries. Deep acquisition knowledge, including government major systems, law firm and business side experience in government contracts law, litigation, diligence and counseling. Chaired or actively engaged in numerous industry and government committees. Corporate ethics, integrity and compliance expertise with substantial public speaking and teaching experience.

Experience:

Shulman, Rogers, Gandal, Pordy & Ecker, P.A., Potomac, MD, November 2013 to present
Partner and Chairman, Government Contracts Practice

Lead efforts to win business, service client needs, and manage legal services provided to government contractors, subcontractors, grant recipients and the businesses that own, finance, or otherwise invest in contractors, subcontractors and grant recipients. Regularly interact with senior executives in industry and within the government on matters of utmost sensitivity. Special emphasis on proactive diligence, audits (financial and non-financial), and investigations into allegations of fraud, waste and abuse, as well as preventive measures to improve internal controls. Preferred legal services provider for state and local contract reviews and compliance to "Big Four" accounting firm. Other representative engagements include: outside general counsel for small and mid-size businesses; political law compliance; claims preparation; pre-protest counseling; debarment defense; internal investigations; RFP and proposal review; cybersecurity requirements compliance; small/woman owned/veteran owned business compliance; corporate formations and transactions for contractors; IP issues; proactive ethics and internal controls reviews.

Department of the Air Force Office of the General Counsel, Arlington, VA, March 2009 to October 2013

Assistant Deputy General Counsel (Contractor Responsibility), June 2011 to Oct 2013

Acting Deputy General Counsel (Contractor Responsibility), July to Oct 2012

Director, Air Force Office of Procurement Fraud Remedies, Aug 2010 to July 2012

Associate General Counsel (Contractor Responsibility), Mar 2009 to Aug 2010

Duties split into two areas: government contracts counseling across the acquisition enterprise in response to problems and in proactive issue spotting/problem prevention

mode; and specialized administrative, civil and criminal litigation in procurement fraud cases (including criminal and civil fraud, as well as performance issues, akin to a "Better Business Bureau" of government contracting).

Counseling:

The Air Force is the premier program of this type with impact and roles across the Department of Defense. Acquisition knowledge employed across DoD to resolve formation, administration and termination issues.

- Peer review source selections over \$1 billion for formation issues pre-RFP (Phase I), pre-FPR (Phase II), and pre-award (Phase III). Saved millions, avoided protests, and kept schedules on target through these efforts.
- Member, DAR Counsel (body in charge of DFARS). Committee member on contractor ethics.
- Subcommittee lead, Panel on Contracting Integrity, a DoD senior leader panel looking across acquisition enterprise and recommending improvements.
- Advise across Air Force and DoD concerning contract formation, administration and termination issues.

Fraud and Litigation:

- One of only three full-time suspending and debarring officials government-wide (acting basis).
- Advise senior Air Force and DoD leadership concerning contractor fraud issues.
- Coordinate the response to every instance of procurement fraud facing the Air Force, to include serving as lead agency counsel alongside the Department of Justice. Coordinate civil, criminal, contractual and administrative remedies. Make case strategy decisions on behalf of the Department with minimal oversight.
- After realigning program to focus on returns to the Air Force, monetary returns to the Department increased twenty five-fold (\$400 million to the Treasury, \$100 million in recoveries/cost savings to the Air Force).
- Managed staff producing DoD-record 750 suspensions, proposed debarments, and debarments in FY2012, which is double the number achieved during FY 2011, despite a 50% reduction in staff and two BRAC-driven office moves.
- Conceived, developed, and negotiated first-of-its-kind Memorandum of Understanding among the heads of Air Force contracting, law enforcement, and the debarring official concerning the procurement fraud mission. A global anticorruption expert called the MOU a leading example of how government can align to combat corruption.
- Used relationships and working groups forged through Memorandum of Understanding to identify and analyze emerging problem with counterfeit microelectronics. Assembled cross-functional team to assess, address, and mitigate emerging threat.
- Elected Co-Chair, Department of Defense Procurement Fraud Working Group. Chair monthly meetings, coordinate and host annual procurement fraud training seminar for 200 members of Department of Defense (and broader Title X and intelligence committee) community.

O'Melveny & Myers, LLP, Associate, Washington, DC, June 2007 to March 2009.

Associate attorney serving securities enforcement and regulatory counseling practice and lone government contracts attorney in the firm. Counseled government contract clients, largely as part of acquisition diligence including relating to intellectual property protection. Responded to government investigations and audits. Took over troubled defense effort of major global bank. Reassessed the defense, picked new team, developed defense strategy, obtained partner approval, and executed defense including coordinating responses to inquiries from 12 state and federal regulatory bodies and litigation preparation efforts. Conducted compliance reviews and on-site audits for global-leading hedge fund and private equity complex.

Mayer Brown, LLP, Associate, Washington, DC, February 2006 to June 2007.

Litigated government contract disputes, including bid protests and civil litigation. Regulatory investigation defense. Participated, on a pro bono basis, in the work of the Acquisition Advisory Panel to assess the U.S. Government's services acquisition laws and recommend updates and changes to Congress.

Jenner & Block, Associate, Washington, DC, January 2004 to February 2006.

Administrative and civil litigation of government contracts disputes including claims and terminations disputed directly with the government and between contractors. Diligence before government contractor acquisitions. Internal investigations. Briefed U.S. Supreme Court in pro bono case.

BearingPoint, Consultant (hired as summer intern, given full-time offer), McLean, VA, June 2001 to December 2004.

Audited performance of U.S. Department of Commerce grants for high-risk technology development across the country. Drafted reports for Congress assessing each grant and securing hundreds of millions of dollars in budgetary funding.

Education:

JD/MBA: University of Maryland School of Law and Robert H. Smith School of Business, 2003, with honors. Edited *The Business Lawyer*, taught business law, founded legal and business services incubators for start-ups.

BA: Yale College, 1997, Political Science. Mellon Travel Grant. Fellows Prize for service to college and community.

Other Relevant Assignments:

Department of Defense, Defense Procurement and Acquisition Policy, Contract Policy and International Contracting, Pentagon, VA.

(Concurrent position with Air Force employment in Winter/Spring 2013 given as a reward for excellent performance and to prepare for Senior Executive Service positions).

Assignments included serving as legal subject matter expert for multiple peer reviews of major systems acquisition to perfect the acquisition process and avoid protests or challenges in contract

formation, DoD IG audit engagement, FAR/DFARS case request review, review of preference programs for blind vendors, cost and pricing issues, legislative proposals, and interagency contracting agreements.

Other Qualifications:

Recipient, 2013 Meritorious Service Medal
Recipient, 2013 Air Force Productivity Excellence Award
Recipient, 2012 Outstanding Civilian Achievement Award
2012 Quality Step Increase
Air War College Distinguished Graduate 2011 (Professional Military Education)
Recipient, 2011 Air Force General Counsel's Procurement Fraud Remedies Award
Certified Fraud Examiner
Senior Executive Development Course, Africa
ABA Public Contract Law Section member
Association of Certified Fraud Examiners, member
Air Force Program Attorney's Course
Accounting Courses to enhance subject matter knowledge
Published repeatedly on procurement fraud and suspension/debarment (list of publications and references available upon request).

Admitted to MD, DC Bars.



LETTER OF APPLICATION

November 4, 2014

Montgomery County Government (MD)
Attn: Mr. Craig Rice, Council President
County Council Office
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, MD 20850
E-mail: county.council@montgomerycountymd.gov

Subject: Letter of Application Expressing Interest in Montgomery County Council Task Forces to Study Potential Reforms of the County Procurement System

Dear Mr. Rice,

In regards to the Montgomery County Council seeking applicants for two task forces on studying potential reforms of the County procurement process, I would like to express my interest in serving either the *Minority Owned and Local Small Business Task Force* or the *Procurement Policies and Regulations Task Force*.

In support of my aforementioned interest, I would like to provide you with the following background in relation to my candidacy:

Jan Zappold (Personal)

- Montgomery County resident since 2004
- Small business volunteer at Argyle Middle School (Silver Spring, MD) since 2013

Zappold Advisors LLC (Professional)

- Established small business in Montgomery County since 2007
 - Maryland Department of Transportation MBE/DBE small business since 2009
 - Montgomery County Local Small Business Reserve Program (LSBRP) certified since 2009
 - Montgomery County Minority, Female, Disabled Owned Business Program (MFD) certified since 2011
- In 2012, Zappold Advisors LLC was asked by the Montgomery County Department of General Services to evaluate their current contracting and acquisitions processes for the Office of Procurement and the Office of Business Relations and Compliance. This initiative, included the whole life cycle of contracting – starting with the drafting of solicitations, to bidding, to evaluation, County Attorney review, to awards, and the end of the procurement life cycle.



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- In 2014, Zappold Advisors LLC led an initiative with the Montgomery County Department of Economic Development in an LSBRP Outreach Effort in order to encourage small businesses to respond to specific contract opportunities and expand small business participation in the LSBRP.

Ligaya Inc. (Civic)

- Recognized as a national 501(c) (3) public charity since 2014
- Recognized as a Maryland non-profit organization since 2014
- A non-governmental organization (NGO) focused on those in need and desiring to help lift those individuals out of their hardship and adversity on a local, national or international level.

Should you have any questions and/or comments in regards to my candidacy for the two task forces I have expressed an interest in, please don't hesitate to contact me by e-mail at jan.zappold@zappoldadvisors.com or by office phone at (301) 355-9165 as appropriate.

Warm regards,

A handwritten signature in black ink, appearing to read "Jan Zappold", written over a horizontal line.

Jan Zappold
Founder and Chief Executive Officer
Zappold Advisors LLC

Enclosure

- Resume for Jan Zappold (includes professional and civic experience)



OVERVIEW

Over 14+ years of hands-on experience in successful management/strategy consulting, project management, team leadership and sales support to focus on coordinating, managing and leading the delivery of professional services to services clients; and developing and enhance relationship with senior clients.

PROFESSIONAL EXPERIENCE

Founder and Chief Executive Officer, Zappold Advisors LLC Gaithersburg, MD August 2007 – Present
A Washington, D.C. metro area boutique management consulting firm providing business strategy and advisory services through a combination of strategy, technology, operations, and change management expertise to large and medium-sized organizations.

- **Responsibilities:** Responsible for being engaged in client relationships, expanding market presence/scope, and driving the overall strategy for the organization. Assist clientele in executing their strategic plans and mission by:
 - **Strategic Planning:** Identify key client business issues by evaluating & making recommendations on short/long-term core strategies by gathering data & performing research to evaluate technology gaps through use of SWOT analysis model.
 - **Project and Program Management:** Provide and assist in the execution of numerous and large multi-faceted programs (including PMO setup), and serve as primary interface with key stakeholders, multiple business management departments to ensure that project requirements are met. Perform various program manager function, including monitoring the financial and subcontracting status and identifying program risks. Ensure completion of detailed schedules for projects from initiation to delivery. Implement overall business process improvements and project management best practices.
 - **Industry and Competitive Analysis:** Lead analysis and tracking of competitive environment/industry trends, while identifying best practices. Provide ongoing research & analytic support to client's management regarding industry & competition.
 - **Business Development and Marketing:** Demonstrated experience in business development and sales to foster future relationships through alliances/partnerships, sales presentations, following up on leads, and developing new service offerings.
- **Achievements:** Provide strategic direction, thought leadership, and creative insights to help identify, clarify, and resolve complex issues critical to clientele's success. Develop key hypotheses and insights, define and manage all data collection initiatives, structure-sophisticated analyses, manage daily interaction with clients to establish requirements, and ensured assignment execution.

Engagement and Program Manager – Program Management Solutions, General Dynamics March 2006 – January 2008
Member of corporate program management consulting practice serving federal sector clientele. Served as an engagement and comprehensive program manager to plan, organize, and drive project execution. Provided thought leadership and creative insights to help identify, clarify, and resolve complex issues critical to the clients' strategic success and key senior management personnel.

- **Responsibilities:** Responsible for identifying and driving portfolio of business development relationships in order to leverage consulting services/products, expand market presence, and improve top-line growth of the practice. Developed long-term relationships with existing clients at a senior level and participate in client presentations and proposal writing. Also lead, coordinated, and performed all engagements related to implementation of information management processes, policies and systems to support a project management office (PMO) throughout various Management Directorate and agency components.
- **Achievements:** Developed key hypotheses and insights, defined and managed all data collection initiatives, analyzed the resulting data, and meet with clients to establish requirements to ensure assignment progress. Interpreted results from multiple project components, translated these findings into recommendations and solutions, and ensured the integration of multiple pieces against project goals and initiatives. Contributed to attracting, retaining, developing, and motivating a team of highly qualified staff. Developed long-term relationships with existing clients at a senior level and participated in client presentations and proposal writing.

Management Strategy Associate and Business Advisor, Freelance Consultant Various Locales June 2003 – March 2006
Provided business strategy and advisory services through a combination of strategy, technology, operations, and change management expertise to large and medium-sized organizations by optimizing their business models and assisting them in successfully solving key technological strategic challenges in order to deliver sustained shareholder value.

- **Responsibilities:** Worked hand-in-hand with clientele in order to conduct secondary research and analysis in order to develop and articulate market strategies for new and continued business growth and future opportunity identification. Provided analysis of industry and market trends, drivers, influences, players, and recommended approaches for defining the market for client growth.
 - Performed and interpreted value analysis to identify value creation opportunities.
 - Guided client team through problem definition, issue identification, and work plan development using structured problem solving principles and past experience.
 - Planned and managed efforts to define to-be organizational processes, capabilities and structure, the application of key technologies, and the proper performance measurements.
 - Monitored achievement of strategic, financial and operational benefits, ensured planned business outcomes are achieved and assisted to adjust programs, if necessary.
 - Helped define the structural and cultural changes required to reach strategic goal(s) and sequencing those changes.
- **Achievements:** Provided strategic direction, thought leadership, and creative insights to help identify, clarify, and resolve complex issues critical to clients' success. Developed key hypotheses and insights, defined & managed all data collection initiatives, structure-sophisticated analyses, managed daily interaction with clients to establish requirements, and ensured assignment execution.

PROFESSIONAL EXPERIENCE

General Electric (GE) Company Various Locales July 2000 – June 2003
Program Manager

- **Responsibilities:** Lead major, complex technical projects for P&L requiring integrated support from multiple functional areas of expertise. Held primary accountability for project cost, schedule, and milestone performance. Functioned as the primary customer point of contact for all aspects of the project:
 - Planned, coordinated, and directed major complex technical and/or operations projects spanning multiple functional areas (including Human Resources, Finance, and Marketing departments).
 - Coordinated and facilitated multi-organization technical efforts, including the application of sound management techniques to reduce project costs and improve operations.
 - Drive resource planning, including manpower requirements/schedules, and maintained cost and schedule accountability.
 - Functioned in lead role that involved project responsibility and technical direction for work of individual associates/teams.
 - Engaged stakeholders through coordination processes, technical/operations leadership, and program management.
 - Promoted the technical or operations efforts of management, including evaluation of technical or operations objectives and programs to determine compatibility with business initiatives and directives.
- **Achievements:** Managed multiple timetables successfully in collaborative environment, leading meetings, and hitting deadlines. Keeping projects on track, facilitated handoffs between functional owners, identified dependencies and risks, and understanding organizational impacts during initiatives.

E-Business Project Leader

- **Responsibilities:** Managed and lead a web-enabled collaboration environment (ProjectNet) with customer projects in order to provide a secure, centralized platform for clear communication and workflow between GE, its customers, and global suppliers.
- **Achievements:** Structured project activities, timeframes and accountabilities, ensured completion of tasks, and managed offshore Center of Excellence (CoE) development teams. Efforts resulted in \$6 Million in annual productivity savings to business.

Marketing and Sales Competitive Intelligence Analyst

- **Responsibilities:** Involved in all aspects of commercialization process from defining solution to developing sales pitches, target accounts, market research, and third-party relationships. Developed frameworks to communicate ideas concisely and effectively. Worked with junior team members to develop models for use in understanding products, customers, and financial performance to meet client's competitive market requirements.
- **Achievements:** Implementation of Private Marketplace and Customer Web Portal offering in coordination with business sponsors.

CIVIC EXPERIENCE

Ligaya Incorporated, Senior Advisor Gaithersburg, MD 2014 – Present
 A non-governmental organization (NGO) focused on those in need and desiring to help lift those individuals out of their hardship and adversity on a local, national or international level.

EDUCATIONAL BACKGROUND

Syracuse University, School of Information Studies Syracuse, NY
 Master of Science, Information Resources Management
 Master of Science, Telecommunications and Network Management

Syracuse University, Martin J. Whitman School of Management and School of Information Studies Syracuse, NY
 Bachelor of Science, Dual Major in Marketing Management and Information Management & Technology