

## Antoinette Bridges, DM

**EXPERIENCE SUMMARY:** Dr. Antoinette Bridges, DM, has served in several senior acquisition leadership roles for the Federal government (Department of Defense and non-DoD agencies) for more than 25 years. During her Federal tenure, Dr. Bridges was responsible for managing a budget of \$457.5 million, oversight and compliance of the life cycle of the acquisition process, initiation, award, administration and close out. She also provided oversight and administration of the Federal socio-economic programs and outreach opportunities. During her tenure with the Federal government, she established a newly funded organization, established the mission, developed budget, and recruited staff. The organization received numerous team and individual recognitions. Dr. Bridges received 12 leadership awards and performance awards for accomplishments.

Dr. Bridges also served as the division risk assessment manager, Agency Purchase Card Coordinator, Change Agent, NIH Business System liaison and troubleshooter, training coordinator, trainer, risk mitigation, developed and implemented acquisition policy and organizational policy and procedures, developed customer service level agreements, established protocol for balanced scorecard results, analyzed and prepared data (ex.workload, budget, and commodity), prepared congressional responses, briefed at the executive level; established best practices utilization for functional areas and organizationally, developed and supported strategic planning, succession planning efforts; to name a few. Dr. Bridges participated as a member or chairperson for a host of committees as the subject matter expert.

Dr. Bridges is currently an Associate Director of Contracts Management within the Procurement Services/Contracts Management for a higher educational institution. In this capacity, Dr. Bridges is providing and supporting the varied supplies and services of the Divisions and Departments within the University. Dr. Bridges is facilitating the execution of both procurement contracts and 2 party agreement contracts (contract management). Dr. Bridges has served as an expert advisor to the leadership as well as a facilitator and coach to the staff.

Dr. Bridges is a current adjunct professor for Strayer University and recently with Webster University/Ft. Bragg and has been recognized for consistent and successful student engagement. Dr. Bridges' areas of expertise include government contracting and administration, project management, supply management, leadership, organizational behavior, and grant proposal writing and management.

## EDUCATION / CERTIFICATION / TECHNICAL SKILLS

|                                       |  |
|---------------------------------------|--|
| <b>Education:</b>                     | <ul style="list-style-type: none"><li>• DM, Doctor of Management in Organizational Leadership, University of Phoenix 8/2010</li><li>• M.S., Procurement and Contract Management, University of Maryland University College 5/2006</li><li>• B.S., Business Administration, North Carolina Wesleyan College</li></ul> |
| <b>Training &amp; Certifications:</b> | <ul style="list-style-type: none"><li>• NIH Senior Leadership Program (2010)</li><li>• Project Management Training (Project Management Academy) 2010</li><li>• Level III Acquisition Certification(renewal)</li></ul>  |

## EDUCATION / CERTIFICATION / TECHNICAL SKILLS

### Relevant

### Technical Skills:

- Managed \$150.7 - \$457.5 million acquisition budget.
- Successfully provided the necessary leadership while operating under severe personnel shortages in support of the NIEHS and the NHGRI programs. Critical personnel shortages of 50%, and unprecedented increase in workload (approximately 135%) over 3 year period.
- Incorporated consistent business processes to gain efficiencies while upholding the professional guidelines and integrity of the acquisition regulations.
- Serve as the liaison between NIH and NIEHS to ensure effective implementation, training and management of the system in the areas of research and development and station support contracts and simplified acquisitions.
- Institute lead (guru) for the NIH Business System (NBS) implementation, modifications, training coordinator, role determination, acquisition, buyer, invoice specialist, reporting, etc.
- Management of the Risk assessment/mitigation program for the Office of Acquisitions –in coordination with cross functional teams and Agency risk manager.
- Small Business Manager; overseeing the NIEHS Small Business Program and outreach opportunities; leveraging relationships with suppliers/contractors.
- Designed service level development plans and conducted operational assessments and audits to ensure compliance with Federal, Executive Orders, and Agency regulations and policies.
- Formulated, wrote, and implemented new acquisition operational and administrative policies and procedures.
- Developed 3-5 year strategic business plans with performance measurements and biannual reporting.
- Manager and overseer of balanced score card efforts (vendors, customers, and employees); reporting 20% enhancement from prior years.
- Executed workload study in support of acquisition operations and long range goals, succession planning and risk management efforts.
- Responsible for the execution of RFQs, RFI, RFPs, and IFBs, contract administration, claims processing, payment processing, disputes, supplier management, quality assurance, disposal, and contract close out (full life cycle acquisition) of MRO, IT, construction, scientific equipment, studies, capital equipment, small value expenditures, to name a few.
- Developed and designed strategic level plans for newly established Veteran Owned businesses, establishing responses to solicitations, registrations in Federal systems, developing policies and procedures, and serving as project manager.

## RELEVANT EXPERIENCE:

### Northern Illinois University, Associate Director, June 2017- Present

- Providing leadership, guidance, coaching to team members in support of NIU's mission. Team of Senior Specialists are responsible for supporting the NIU esteemed programs, divisions, departments, and colleges in both procurements and contract management efforts to support the success of the future world leaders.

- Notable projects include A&E, Construction, Maintenance and Repair, Athletics (travel, gear, insurance, special events), Dining Services, Student Services, Library Services, Transportation Services, to name a few.
- Responsible for supporting Senior Procurement Specialists in achieving cost savings through negotiation strategies, for example – retrieval of greater than \$100K in unclaimed revenue from major vending providers on campus, monitoring and managing rebates on food and food related services and products adding to the University's bottom line.
- Responsible for overseeing a large, strategic sourced, and enterprise wide IPHEC procurement requirement affecting approximately thirteen (13) Illinois Universities with a spend value of more than \$25 Mil. It is intended to leverage more than a million dollars in savings annually based on the consolidated buying power.
- Responsible for providing expert advice on consolidation initiatives geared to recognizing the President's Program Prioritization initiatives. Consolidation using existing strategic sourcing contracts, initiating multiyear contracts, identifying negotiation strategies without reducing work project scope, negotiating terms and conditions geared to enhanced revenue opportunities for the University.
- Work with Academic and non-Academic Departments, OGC, Accounts Payable, leadership, and staff to develop new strategies to ensure compliance with policies and procedures or to mitigate future findings. Work with Chief Procurement Officer(s), State Procurement Officers, and IPHEC Leadership to ensure compliance with Illinois Procurement Code policies and procedures.
- Work closely with Procurement Services/Contract Management leadership to develop staff training, to review and revise internal procedures, developing reporting strategies, and initiating strategies and solutions with Senior Specialists to facilitate a streamlined approach or to create a cohesive approach that would benefit the entire Procurement Services/Contract Management team.
- Ensure compliance with State, Federal, local, and University policies and procedures for transactions executed.
- Seek creative ways to reward team members to show appreciation for their service to the University.

**National Institutes of Health (DPM and NIEHS), Director, Deputy Director, September 1990-March 2014**

- Responsible for developing and conducting acquisition training for professional, technical and administrative staff; with participants in excess of twenty-five per class.
- Institute lead (guru) for the NIH Business System (NBS)(comprised of Oracle, Sunflower, and PRISM) implementation, modifications, training coordinator, role determination, acquisition, buyer, invoice specialist, reporting, etc.
- Serve as the Agency coordinator and liaison between NIH, US Bank & JP Morgan and NIEHS for all purchase card policy, compliance reviews, and training.
- Participated and supported conferences geared toward developing networks and building strategic alliances and partnerships between large businesses, small businesses, and Government.
- Served as an NIH EEO collateral duty counselor; mediation, and Alternative Disputes Resolution, and proactively reviewed Title VII informal challenges.
- Executed workload study in support of acquisition operations and long range goals, succession planning and risk management efforts.
- Taught a variety of acquisition and business courses to adult learners; acquisition, and program staff.
- Developed, designed, and implemented course instructions, procedures, and expectations.
- Monitored, assessed, and adapted course content and objectives to meet the acquisition regulatory changes and to ensure learners understood the fundamental content of the courses.
- Provided feedback to adult learners through verbal and written communications.
- Developed testing instruments and graded learners at the end of each session.

- Reviewed learners' feedback assessments after each session and adjusted, if needed, to course content, teaching method, or testing material.
- Established, implemented, managed, and lead the successful development of the Acquisition Management Branch.
- Directed recruitment and retention of supervisors and staff of 36 employees.
- Trained, supervised, coached, and evaluated staff to ensure alignment with overall objectives and alignment with mission.
- Trained and guided program officials on a variety of acquisition and related topics.
- Successfully refined and implemented new projects.
- Managed a \$10+million-dollar purchase card program.
- Developed and managed NIEHS Vendor Pay program.
- Developed and managed NIEHS/OA Risk Management Program.
- Published articles related to acquisitions and other business practices.

#### **Webster University and Strayer University, Adjunct Professor, January 2011 - present**

- Facilitating Adult Educational business programs with the emphasis on contracting (acquisitions, procurement), supply management, organizational business and leadership, and grants proposal writing.
- Responsible for building curriculum, establishing objectives, building interactive assignments based on real world scenarios. Responsible for providing timely and objective feedback on an individual basis.
- Responsible for collaborating with Department Chairs, Deans, colleagues, and students to deliver best practices.
- Successful completion of synchronous and asynchronous teaching modules as supplemented by the Blackboard and Canvas environments. Online and Classroom Instruction.

#### **WORK HISTORY**

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|----------------------------------|-----------------------------|------------------|
| Small Business                   | Sr. Consultant              | 4/2014 – 5/2016  |
| NIH                              | Manager/Contracting Officer | 9/1990-3/2014    |
| Webster and Strayer Universities | Adjunct Professor           | 1/2011 - present |
| National Imagery Agency          | Contracting                 | 8/1989 – 9/1990  |
| DCAA                             | Contracting                 | 6/1988-8/1989    |
| DMA                              | Contracting                 | 2/1979 -6/1988   |