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SUMMARY

An SME and educated professional with a strong balance of Legal, Strategy, Business, Technical, and Financial skills and acumen with a proven track record in meeting milestones, negotiations of contracts, vendor and procurement management, passing audits successfully, and savvy business strategy while continuing high integrity, ethics, and achievement. Demonstrated high yield results in providing substantial savings for multiple industries with a diversity of environments; entrepreneur spirit, regulated or non-regulated, multi-cultural understanding and respect

TECHNICAL APPLICATIONS

Office Productivity

- Word Perfect
- MS Office Suite (Word, Excel, Power Point)
- MS Project
- Lotus Notes
- Visio
- Sharepoint
- Diamond Database (Oracle)
- 8 Pack
- Cisco Jabber

Legal Applications

- Lexis/Nexis
- Concordance/Opticon
- Westlaw
- Ariba
- Procuri
- ContractLogix
- Peoplesoft (One Link)
- IDEAS/Contracts
- WebEx

Financial/Reporting Applications

- HP Asset Manager
- SAP Financial
- Crystal Reporting
- Captura Expense
- Oracle Budget/Financial
- IDEAS/FFS
- Costpoint
- SaaS Financials
- SAP Fieldglass

EXPERIENCE

Statistical Dynamics, Los Angeles, Denver, and Chicago

9/11 - Present

Vice President of Contracts and Procurement – 2014-present

Director of Contracts -2011-2014

- Responsible and accountable for the direction of all Domestic, International, Commercial and Government contracts and sub-contracts - IT (hw, sw, support, licenses, maintenance, and renewals), R&D, HR, Marketing, Operations, Professional Services and Sales
- Lead the review and resolution to all Prime and sub-prime contract issues
- Develop and carry out strategies, policies, and procedures for the purchase of supplies for the entire organization
- Lead and maintain control of all suppliers and vendors to increase performance, reduce cost and risk including ongoing development of scorecard process and analysis of vendors.
- Closeout and auditing of contracts and financial documents to ensure audits are successfully passed
- Drive, draft, negotiate, redline and review of all corporate contracts (i.e. MSA, MPSA, MPA, SLA, Third Party, Teaming Agreements, MOU, LOU, SOW, NDA, Cos, &POs) and other related documentation as well as procurement of product, service or human resource
- Compliance adherence for all commercial and government contracts (Business, legal, deliverables, time-frames, milestones requirements which may also include FAR, DFAR, NASFAR, ITAR, GSA, UCC and INCOTERMS regulations and ensuring deliverables are being met with contract compliance and customer specifications
- Development of a Document Control System for Maintaining and Management of all Contracts and associated documentation and certificates
- Resolution and ratification of all contract and operational issues (legal, technical, financial and customer support)
- Review, Draft and Approval of all RFP, RFQ and RFI submittals including communicating appropriately to customers or potential business partners and vendors
- Liaise with outside counsel as necessary to resolve any conflicts or engage legal into discussions as necessary to assist in the completion of complex contract issues which requires legal's approval.
- Partner with internal customers to assist in mitigating risks, providing solutions, enhancing their infrastructure resulting in improved productivity and cost reduction
- Supervise and direct work of strategic sourcing personnel and operation staff of thirty (30- 3 managers, 1 assistant, 26 non-management staff); includes training, cross training, direction of activities, taking accountability and ownership, support, performance, quality thinking, appraisals, PIP and termination exercises

- Accountable for ensuring company has all tools necessary for completing roles and responsibilities.
- Research and utilize tools (i.e. Gartner) to analyze business risks and volatility of current vendors as well as potential partners and suppliers that desire to do business with Statistical Dynamics and clients
- Strategic Planning and Risk Analysis to corporate heads
- Reporting on weekly, monthly, quarterly and annually basis to executive management of operational activities which includes the status of contract and procurement list, new business, any outstanding issues and the resolution to those issues, budget status, revenue generated, savings realized, expense updates, deep discounts achieved, KPI and ROI updates
- Budget planning and control, cost and pricing for all purchases including IT asset tracking
- Resolution on customer issues as necessary (Contractual, Warranty, Product, Invoice, Public Purpose, Customer Experience)
- Perform scheduled and unscheduled audits throughout the year to ensure departments are ready at all times should an official audit be requested.
- Development, revision, and implementation of mandatory training for entire staff on policy and procedures for companywide and job specific titles including tracking all employee training
- Ensuring companywide development, compliance and training to all staff on all regulations for industry specifics regulated by FDA, EMA, HIPAA (Pharma/Medical/Clinical Trials)
- Outsourcing IT Projects to third party management companies (India, Vietnam, Spain)
- Corporate-wide initiative implemented to improve staff and organization to ensure communication is not siloed, all parties are included, engaged and performing at a high level. Integration performed at all levels.
- Development of responsibility Matrix for multiple stakeholders to become living on-going and ever changing document
- Completely engaged and trained to ensuring a 5 star Customer Experience for ALL customers (internal and external)

Notable Successes

- Successfully have met and exceeded all personal, financial and team goals set for 2011 through 2016
- Corporation has been saved over 19 million + dollars over a 5 million dollar set spend annually
- My team is on target to not only meet but exceed the diverse spend from 22% to 25%
- Budgets successfully managed and strategically developed for corporations/clients ranging from 27 million to 3 billion in annual spend which includes deep integration into business units to provide a complete top down view of areas needed for change management, attrition or redirection of resources
- Successful Development of Procurement, Contract, and Vendor Management programs for not only Statistical Dynamics but for the clients the corporation supports

Kaiser Permanente Health, Corona, CA

1/15 – 6/15

SMO Contract Manager (Consultant)

- Responsible for the management of IT, medical, and pharmaceutical contracts (hardware, software, support, maintenance, renewals)
- Negotiation, drafting, review and approval of contracts and other documents (i.e. master, addendum, amendments, letters, SOWs, NDAs, SSAs, invoices, and change orders)
- Management of specific accounts assigned from a legal, financial and customer support (business unit and shareholder) perspective
- Monthly reporting on spend for each account including status of any changes or modifications to current contracts
- Strategic planning both short and long term goals for current and expiring contracts
- Develop and implementation of strategies for hardware and software licenses
- Ensuring critical services (life critical) are paid on a monthly and annual basis to ensure services are not terminated, cancelled or in breach of contract (i.e. Medtronic, Sungard, Epsilon, Intermec, Morrissey, Lattice)
- Communication with all levels of management on progress of contract turnover to outsource company
- Drive best sourcing of resources and pricing, management of vendors, suppliers and VARs, review and scoring of those vendors, and replace vendors as necessary
- Collaborate as necessary with Legal, Finance and Business Unit to ensure all stakeholders are all positioned in the same direction

Notable Successes

- Successful in resolution of cleaning up outstanding invoices of suppliers from 6 months of former employees accounts; thus equating to over 12 million dollars
- Management of all acquired accounts (valued at 25 million of a 350 million dollar budget)

- All accounts brought current to turn over to the outsourced company (over 50 accounts - Bronze, Silver) Gold accounts would remain with Kaiser for the interim
- Able to acclimate immediately into a diverse and complex group without assistance from staff as a functioning team member (computer systems, processes, and interaction with all groups internally)

Cricket Communications (AT&T), San Diego, CA

11/12 – 11/14

Senior Contract Manager of Contracts and Procurement

- Responsible for all facets of the management of all IT Contracts (hw, sw, support, maintenance, & renewals) which includes drafting, negotiation, redlining and reviewing all agreements, contracts, SOWs, termination and closeout
- Strategize with IT stakeholders on the best course of action for supplier for IT initiatives as well as Cricket initiatives
- Engage in the project with the stakeholders to understand the project from a technical perspective as opposed to only a legal and procurement viewpoint to provide risks to team, procurement and upper management
- Ensure budget is met and preferably decreased on all renewals at minimum including negotiations of a base 20% minimum discount. Highest discount ever received was an 82% discount negotiated.
- Communicate and track all contract activities to Executive Management including potential risks and providing options for optimum ROI
- Relieve colleagues of workload when contracts and accounts can no longer be supported appropriately.
- Management of suppliers and VARs (275 + suppliers) which included score carding, performance review, tracking deliverables/milestones, ensuring project manager is keeping projects on task and under budget, renewal/termination of contracts as required and evaluation of new suppliers
- Continued evaluation and analysis of company pricing to ensure VARs and suppliers are in line with company direction and strategy
- Manage Diversity Spend Suppliers; utilized to receive appropriate diverse spend credits back from the government
- Enforcement of company policy of insurance provisions including tracking all Certificates of Insurance for compliance
- Procurement of product and or services in addition to the management of budget, pricing and quotes.

Notable Successes

- Successfully have met and exceeding goal set (doubled) for IT savings for the year of 2012, 2013, and 2014
- Consistently ranked first as the Contract Manager with highest Diversity Spend each month.
- Excluding the millions of dollars in saving with major accounts such as Microsoft, Oracle, IBM, Cisco, HP, Symantec, SAP, and others which exceeds 27 million I have saved the corporation just under 10 million in smaller contracts.

Ball Aerospace, Broomfield, CO (Consultant)

04/09 – 9/11

Contract Manager AVT

- Responsible for the management of military sub-contract projects within the AVT organization. Management of nine DOD classified and Secret projects as prime and sub prime contractor
- Management of all contracts and agreements from beginning to completion in Ball custom tracking system which includes drafting new contracts and amendments, changes to project and project scope, SOWs, ROMs, RFPs, material modifications and changes, monetary values and milestone payments
- Tracking shipments to ensure delivery dates are met per contract requirement dates and schedules.
- Work with prime contractor (Customer) to ensure all agreement terms, project issues are resolved, timeframes are met and agreed upon, including the continuing development of business relationship along with customer service support to internal and external customers and suppliers
- Ensure all contracts comply FAR, DFAR, EAR and ITAR requirements in addition to the legal requirements set forth by Ball Aerospace legal authorities and DCAA and DCMA auditors as well as enforcing policy and process on complex contracts and agreements
- Status updates on all contract negotiations, projects and financial spend to the Sr. Mgr and Director of AVT
- Reporting on a weekly and monthly basis for contract/project status for KPIs, ROIs, monitoring of month to month spend, annual deltas, trend lines, delays and cost factors and impacts, OPM data, cycle time, delivery time, material cost variance, data extrapolation, manipulation and situation scenarios and strategic planning
- Ratification of all contract issues and communication with all levels of management and Executive staff on end results and synopsis.
- Mitigation of risks through better successful negotiations, tighter contracts and control of projects
- Collaborate with Program Manager, Business Analyst and Procurement, to analyze and develop strategic planning and management of each project.

Notable Successes

- Within a few months of coming on board with company, I have retrieved over 2.5 million dollars in past due invoices owed to Ball by customers with continuing pursuit to resolve all outstanding funds for all projects.
- Turn Around of dead project that not only generated \$50 million in new business but future on-going business with a potential profit over a 20 million over a period of seven to ten years depending on build and depot.

BET/Federal Government, Lakewood, CO

05/08 – 12/08

Contract Manager – WASO (Contract)

- Responsible for the process of all contracts and agreements of the Centennial Initiative program of NPS
- Drafting of all contracts and agreements ensuring FAR requirements were met
- Support and status updates provided to the Contracting Officer for program (<http://www.nps.gov/2016/>)
- Tracking of all contracts and agreements within IDEAS
- Preparation for awarding of contracts and grants to cooperators
- Update all current agreements with new regulations and requirements, as well as any monetary changes and values, SOWs, RFPs and program modification
- Ratify and resolve all ATF issues and document for auditing purposes
- Work with internal government business units to ensure agreements and projects are met on time
- Develop internal and external relationships as necessary along with projects deliverables are met as agreed
- Collaborate with the legal department as necessary to ensure legal, FAR, and DFAR requirements are not in conflict of policy and processes of complex agreements

Notable Successes

Completion of over 500 contracts and agreement in place by fiscal year end with suppliers (\$18,000,000)

Jeppesen Sanderson, Englewood, CO

10/07 – 05/08

Contract Manager – SMP (Supplier Management Procurement)

- Responsible for the management of all Domestic and International supplier contracts as well as government awarded programs to Jeppesen through parent company Boeing
- Management of Contract and Document Control departments within SMP
- Negotiate multi-million dollar contracts as required (i.e. IBM, Microsoft, HP and Oracle)
- Development of internal processes for contracts and SOWs
- Ensure CMO department continues to produce at high levels of efficiencies, cost effectiveness, in compliance with internal policies, SOX and SAS-70 compliance and FAR, DFAR, and ITAR policies when appropriate
- Draft, negotiate, and review of all supplier contracts, SOWs and documentation related
- Development of a compliant Document Control System for Maintaining and Management of all Contracts and associated documentation and certificates
- Analysis, reporting and development of Operations and Strategic Plans.
- Enforcement of policies and procedures for auditing department's document control systems for compliance
- Reviewed and modified all templates to develop more robust contracts creating better savings and stringent terms and conditions
- Train SMP and business units on Contract process and methods
- Consult and work directly with the business units to ensure company/business unit direction fits within legal requirements; compliance is met and assured the business needs are negotiated into the contract.
- Provide risk analysis to the CFO and procurement department on contract negotiations and report on finalized contracts
- Work closely with the legal department on complex issues as necessary
- Track status of all contracts through the entire life cycle of the agreement to renewal and/or termination
- Continual updating of contract templates as required to reflect changes to policies, legal requirements, etc
- Review pricing model and suppliers to ensure savings is being enforced and applied by business units which may also include switching out suppliers or cutting costs as required
- Teaming with purchasing managers on drafting RFPs to develop the necessary requirements from a contractual and cost perspective standpoint
- Invoice matching and comparisons for billing and signoff, including following GAAP and development of best practices

Notable Successes

- Implementation of SOX and SAS 70 (now SSAE 16) compliant document control system for Procurement

- During the last few weeks remaining of 2007, company was saved \$160,000
- Development of Contract Process for company wide distribution.
- Developed relationships not existing with internal stakeholders to earn respect and role of Procurement

EchoStar Satellite LLC, Englewood, CO

9/05 – 10/07

Sr. Manager Contracts and Vendor Management – IT Governance

- Responsible for the management of all IT Contracts (IT, Business, Government and Marketing contracts)
- Management of Contract Management and Vendor Management Departments (staff of 3 and 1 assistant)
- Successfully completed assigned special projects by CIO in areas such as financial reporting, research, and negotiations
- Liaisons with attorney to negotiate multi-million dollar contracts
- Developed and led teams for necessary internal process development and special assignments
- Ensure Contracts and Vendor Management departments continue to produce at high levels of efficiencies, cost effectiveness, in compliance with internal policies, SOX and SAS 70 compliance
- Draft, negotiate, and review of all IT contracts, SOWs and Requisitions
- Development of a compliant Document Control System for Maintaining and Management of all Contracts and Requisitions
- Training and Management of Staff (includes Hiring, Review, Performance and Goal setting, PAPs, Termination).
- Analysis, reporting and development of Operations and Strategic Plans.
- Implementation of RFP Process and Development.
- Representative of the Vendor Selection Council for off-shore and on-shore bidding activities.
- Led the initiative and implementation of a Vendor Scoring and Evaluation Program.
- Enforcement of policies and procedures for auditing department's document control systems for compliance

Notable Successes

- Saved the organization between 25-30 million dollars through renegotiation of contracts within the first year and a half of employment with continual on-going savings to the company.
- Resolved six previous audit deficiencies from the prior year to pass mid-year and year end internal and external audit.
- Implementation of SOX and SAS 70 (now SSAE16) compliant document control system for the IT Governance organization.

EDUCATION AND AWARDS

- Double Master in Contract Management; Villanova University – Commercial & Government Contract Management (CPCM) 2008
- MBA – Business and Communications; Alameda University 2005
- Bachelor of Science, Business; Alameda University 1997
- Paralegal Degree – ICS University 1991/1992
- Inducted into the Who's Who in Business as a lifetime member 2016
- Whitehall – Good Clinical Practice Certified (GCP) 2016
- Further plans to continue education is imminent within the next year to be considered (JD, DBA or PhD)

EXAMPLES OF COMPANIES NEGOTIATED WITH

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|----------------|------------|--------------------|-------------|---------------|
| • Microsoft | • IBM | • McAfee | • Ericsson | • Teradata |
| • Cisco | • Tibco | • CompuCom | • Oracle | • HP |
| • Adobe | • TATA | • Cognizant | • Sapient | • Harvey Nash |
| • Astra Zeneca | • AbbVie | • Roche | • Astellas | • Quintiles |
| • McKesson | • BioMarin | • Amgen | • Taleo | • AT&T |
| • Apple | • Marcom | • Accenture | • CapGemini | • Rolls Royce |
| • SHI | • Zones | • Nestle | • Xavient | • DOD/DOI/DOE |
| • Boeing | • Airbus | • Northrop Grumman | • Lockheed | • L3 |
| • SHI | • JPL | • Rosavia (Russia) | • SNC | • Raytheon |

MISCELLANEOUS

RACI
SDLC
ITIL

MEMBERSHIP

Member of NCMA, IACCM, and ISM