

Mon'tae L. Sledge

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PROFESSIONAL SUMMARY

Retired Army professional with a Top Secret clearance, detailed oriented contracting, acquisition, and procurement professional with extensive knowledge of the Federal Acquisition Regulation (FAR), who is skilled in the following tasks: Delivery Order/Task Order, Contract Administration, Contract Management, Developing and Negotiating Positions, Cost/Price Analysis, Quality Assurance, Contract Termination, Procurement Policies, Procurement in Pre-Award and Award Contracts, Simplified Acquisition Procedures, Small Business Socio-Economic, and Purchase Card program. An excellent candidate with exceptional customer service, communication, and technical skills. Has a bachelor's degree in business administration with a concentration in Acquisition and Contract Management and a master's degree in management with a concentration in Project Management, DAWIA level III certified in contracting, and DAWIA level I certified in Program Management.

KEY HIGHLIGHTS

- 16 years' experience as a Contingency Contracting Officer, Contracting Specialist, Procurement/Policy Analyst and Acquisition Analyst.
- Vast knowledge and application of the Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFARS), Army Federal Acquisition Regulation Supplement (AFARS), U.S. Army Corps of Engineers Acquisition Instruction (UAI).
- Excellent presentation, report writing, leadership, and team-building skills.
- Excellent communication and negotiation skills.
- Ability to draft moderate to complex, non-routine contractual documents.
- Strong sense of responsibility and accountability.
- Proficient in SPS/PD2 Contract Writing System, Corps of Engineers Financial Management System (CEFMS), Wide Area Workflow (WAWF), and Microsoft Office.
- Lean Six Sigma – Black Belt trained.
- Manpower & Force Management.
- Top Secret Security Clearance.
- Master of Science in Management (Project Management).
- 20+ year of military experience (Honorably Retired Army Senior Non-Commission Officer).

MANAGEMENT CAPABILITIES

- Implement quality control programs to transform business operations and stabilize organizational processes.
- Manage and supervised contract actions to ensure efficiency and success of operations.
- Designed and initiated staff development programs that increased organizational efficiency and productivity.
- Build positive teamwork environment by listening and communicating.
- Skilled in training, developing, mentoring, and motivating team members to meet and exceed all goals.
- Strong project management skills with the ability to lead teams in completing projects on time and within budget.

PROFESSIONAL EXPERIENCE

GaN CORP, (support of Program Executive Office (PEO) – Aviation), Redstone Arsenal, AL

Senior Acquisition Analyst, Sept 2022 - present

- Serves as a Senior Acquisition Analyst for the Plans, Programs, Resources & Procurement (PPR&P), G8 section for PEO Aviation directly supporting the Office of the Chief Information Officer (OCIO), G6, formally known as the Enterprise Information Systems and Data (EISD) program for PEO Aviation; required to collect data, analyze and/or develop program acquisition activities such as acquisition planning, proposal pricing, financial management and program security requirements.
- Serves as Team Lead of six personnel contractor civilian personnel that provide support to nine Program Management Offices within PEO Aviation.

- Deliver timely and trusted cyber and interoperability information and support for PEO-Aviation information technology hardware and software programs and systems.
- Coordinate and review complete Contract Requirement Packages (CRPs) consisting of Justifications and Approvals (J&As), Acquisition Plans, Acquisition Strategies, Competition Advocates Shopping List (CASL) records, Market Research reports and Commerciality Determinations, Service Acquisition Strategies, Source Selection Plans and Un-definitized Contract Actions (UCAs).
- Support the development and review of Requests for Proposals (RFPs) to vendors/primes to include input to the Performance Work Statements (PWS) Statement of Work (SOW) and associated Contract Data Requirements Lists (CDRLs).
- Develop and track realistic acquisition schedules and upload and maintain data in the acquisition milestone database.
- Coordinate activities with other Program management, technical, logistical, legal, and other functional personnel to improve internal processes and procedures and assure better buying power initiatives are achieved.
- Plan, develop, and establish the contractual strategy, review, or prepare Contracts Requirements Packages and manage contract actions for the overall acquisition programs for PEO Aviation.
- Interpret, analyze, and apply the Federal Acquisition Regulation and applicable statutory/regulatory requirements in support of all the assigned OCIO requirements.
- Develop a strong working relationship within OCIO Leadership and ACC personnel and management, supported organizations, stakeholders, and peers through timely, consistent, transparent, and effective communication.
- Prepare and maintained acquisition plans, appropriate milestone charts, and related schedules for all the assigned OCIO requirements.
- Provide and implemented strategic direction and problem-solving in support of all assigned OCIO requirements regarding contract execution & management.
- Utilize management tools, spreadsheets, and databases to efficiently manage and clearly communicate contract status.
- Remain responsive and flexible to organizational and requirement changes until contract award.

BROADLEAF, LLC, (support of Defense Threat Reduction Agency – DTRA), Fort Belvoir, VA

Senior Contract Specialist, Oct 2021 – Aug 2022

- Managed a wide variety of complex, high dollar cost type & firm fixed price contracting vehicles including 8(a) Direct awards/competitions, cooperative agreements, multiple and single awards, IDIQs, commercial contracts, FAR Part 15 full and open competitions, and sole source acquisitions in support of the Defense Threat Reduction Agency (DTRA).
- Developed acquisition strategies and performed pre-award and post-award procurement functions.
- Administered contracts by assuring compliance with the terms and conditions.
- Analyzed and evaluated cost/price proposals to determine price reasonableness.
- Planned, established, and reviewed contracts, delivery orders, task orders and modifications.
- Provided support on cost and price analysis to determine price reasonableness.
- Performed acquisition strategy planning, requirements review and Performance Work Statement (PWS)/Statement of Work (SOW) development in collaboration with Program Managers (PM) and customers.
- Performed market research/analysis to determine the availability of requirements.
- Reviewed procurement requests to determine whether, based on market analysis, the requirement can be performed by small businesses.
- Administered and managed firm-fixed-price and cost-reimbursement contracts using Federal and agency laws, regulations, and procedures applicable to the acquisition process of DTRA contracts.
- Monitored contractor's performance and CORs on contracts using Procurement Integrated Enterprise Environment (PIEE) and Joint Appointment Module (JAM).

ACQUISITION EXPERTS, LLC, (support of Alcohol, Tobacco, and Firearms - ATF)

Washington, D.C

Policy and Procurement Analyst/Contract Specialist, Apr 2020 – Sept 2021

- Assisted in matters and issues pertaining to acquisitions including interpretation of Office of Management and Budget (OMB), Office of Federal Procurement Policy (OFPP), and Department of Justice (DOJ)

guidance and recommend solutions on how these issues pertain to Alcohol, Tobacco, and Firearms (ATF) Contracting Staff and their stakeholders.

- Reviewed Acquisition policies and procedures to ensure the Bureau's acquisition program is in compliance with current regulatory requirements. Obtains resource materials and research current guidance and information from entities such as OMB, FAR, OFPP, DOJ, or other regulatory bodies to assist with the development and delivery of sustainable and current procedures for dealing with the myriad of issues related to acquisitions.
- Assisted in generating Adhoc reports, using the agency's contract writing system Unified Financial Management System (UFMS), to assure proper content and availability of necessary information is readily available to our Acquisition Staff. Utilizes UFMS' Business Objects to generate specific agency reports upon request. Generates additional reports using other government-wide databases such as Contract Performance Assessment Reporting System (CPARS), FPDS-NG, Beta.Sam.gov, and other available systems upon request.
- Assisted in the research and development of local ATF Regulations and Clauses, Acquisition Manuals, DOJ Procurement Guidance Documents, and other Federal regulatory guidance. Assists with the development of supporting documentation regarding regulatory changes and how Acquisition Staff can fully meet all Federal policies and requirements.
- Served as an expert and technical source for interpreting acquisition policies and procedures and offers sound advice to mediate or address current issues within the acquisition realm that includes queries from ATF Field Offices, upper management, or any other stakeholders with acquisition-related issues.
- Served as a point of contact for Acquisition Policy and Compliance Staff to assist in responding to IG Audit Findings, GAO protests or audits, or other entities' queries and assists the internal Acquisition Staff with issues or questions by researching and providing accurate and viable guidance on methods and paths to successful adjudication of issues or queries.
- Provided expert analysis in identifying regulatory or procedural deficiencies and offers sound, researched advice on finding a remedy or offer a mitigation plan to correct those deficiencies.
- Assisted in the development of and participates in training Acquisition Staff or other stakeholders to enhance their understanding of acquisition regulations, processes, or procedures. Provides support in developing training sessions that may include COR instructions, use of Federal Purchase Cards and Travel Cards for ATF's Field Operations, CPARS evaluation, and tracking mechanisms, or any other issue that arises that requires additional education for the Acquisition Staff, which includes developing lesson plans, instructional methods, or training aids.

HEADQUARTERS, UNITED STATES ARMY CORPS OF ENGINEERS, Washington, D.C

Procurement Analyst/Contract Specialist, Jan 2019 – Mar 2020

- Proactively sought opportunities at the tactical and strategic level of the agency to resolve issues for the Director of Contracting and USACE personnel, key officials, and technical personnel on acquisition matters involving operational contracting policies and practices. Responsible for providing guidance and sound recommendations for the resolution of a wide variety of acquisition issues relating to procurement policies and procedures.
- Shaped and influenced the culture (Deliver Today) of USACE 51Cs through empowerment and strategic direction and deployed 51Cs across the USACE enterprise as "major weapon systems" in support of Federal Emergency Management Agency (FEMA) Task Force Puerto Rico Recovery, Task Force Barrier (Boarder Wall), Afghanistan and Kuwait to provide World-Class construction support to USACE.
- Served as USACE lead board member of the Total Army Analysis (TAA) process, Force Feasibility Reviews (FFR) Standard Requirements Code (SRC 90) working group to support and sustain Large Scale Ground Combat Operation (LSGCO) in a multi-domain environment mitigating mission command gap analysis utilizing doctrine, organization, training, materiel, leadership and education, personnel, and facilities (DOTMLPF) required to accomplish a mission.
- Provided sound recommendations and expertise to officials on key topics including procurement management and support, interpret procurement policy, procurement oversight and operations. As results of advice given, efficient business solutions were executed properly, and customer mission requirements goals and objectives were accomplished.
- Served as a team member to ensure assigned Subject Matter Expert (SME) regulatory subparts revisions were updated and coordinated with key stakeholders, and ultimately incorporated into the USACE

Acquisition Instruction to facilitate standardization and foster proper acquisition execution. Advise customers on procedural decisions relating to contracting and acquisition programs.

- Served as Procurement Analyst to support Regional PARC, Winchester by communicating guidance and recommending solutions or alternative approaches using innovative problem solving with internal and external customers on acquisition matters involving HQ USACE, DOC policies, and practices within the established requested timeframe.
- Served as the Subject Matter Expert (SME) and Primary Analyst supporting the USACE workforce as Training Coordinator, Small Business, Source Selection, DASA-(P) Alerts, and Engineering and Construction. Interacts effectively and professionally on a routine basis with internal USACE Policy Division and customers to build and maintain joint work relations.
- Provided instruction and updates on current policy issues and recently issued Policy alerts to the workforce which resulted in improved business procedures and increased customer support. Also actively participated in bi-weekly Acquisition Policy Community of Practice (AP-COP) to foster coordination of acquisition USACE policy with major HQ functional stakeholders and encourage more distribution of policy information.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)/ UNITED STATES ARMY CORPS OF ENGINEERS, San Juan, Puerto Rico

Contracting Specialist, Aug 2018 - Dec 2018

- Served as the lead Contract Specialist in support of Task Force Puerto Rico Recovery
- Responsible for leading and mentoring 33 military and civilian personnel for the Task Force in Puerto Rico
- Conducted market research, small business compliance, acquisition plans, synopsis, solicitation, price analysis, pre-negotiation brief memos, negotiations, reverse auctions, source selection plan review, price negotiation memos, and contract award.
- Analyzed industry resources for the acquisition of goods and services.
- Oversaw post-award functions including the exercise of options, termination for default, partial terminations, premium payment for expedited items, and modifications to delivery and/or quantity.
- Worked closely with legal counsel, Acquisition Review Board, and Pricing Analyst to maintain complete compliance of all government regulations.
- Developed contracts for competitive supply and service contracts.
- Negotiated terms and conditions, contract settlement prices, and modifications to government contracts.
- Prepared Blanket Purchase Agreements (BPAs)
- Responsible for termination/closeouts of delivery orders, task orders, and contracts
- Monitored contractors' performance for existing contracts (whether they were in compliance with their contract) and extension of service contracts

UNITED STATES ARMY CORPS OF ENGINEERS-MIDDLE EAST DISTRICT, Winchester, VA

Contract Specialist, Oct 2016 – Aug 2018

- Served as a contract specialist in support of the Middle East District Military Supplies (SAP), Large Services, and Construction Division.
- Developed solicitations that resulted in contracts based on agency procurement needs that are legally sufficient at fair and reasonable prices.
- Consistently recommended the most effective (cost/price) procurement method (e.g., new contract, task order or delivery order, small business set aside) based on the unique aspects of each procurement.
- Reviewed statement of works, scope of works, and performance work statements as prepared by Project Managers.
- Analyzed the cost/price proposal for accuracy, allocability, and allowability.
- Developed contracts for 8a sole-source IDIQ construction contracts, sealed bid, and competitive supply and service contracts.
- Prepared task orders for construction and Architect and Engineering IDIQ contracts.
- Negotiated terms and conditions, contract settlement prices, and modifications to government contracts.
- Developed and reviewed pre-negotiation and post-negotiation memorandums.
- Prepared contract modifications, contract closeouts, and terminations for convenience.
- Assisted Office of Counsel in preparation of contract award protest defense.

- Composed procurement documents including but not limited to, source selection decision documents, discussion letters, notices to unsuccessful offerors/bidders, determination and findings, justifications of procurement methods, and notices to proceed.
- Reviewed performance bonds and insurance documents for construction orders.
- Supported long range contracting planning for projects assigned and briefed to senior management.

HQ, ARMY CONTRACTING COMMAND (ACC), Huntsville, AL

Senior Contracting Manager, Oct 2014 - Sept 2016

- Responsible for the talent management of 588 military personnel (non-commissioned officers) in Army acquisition and contracting.
- Research and assist in the development of Performance Management training programs that focus on enabling the workforce to achieve improvements with priority organizational concerns.
- Coached subordinates and act as their consultant regarding learning and development activities.
- Evaluates performance by analyzing and interpreting data and metrics.
- Designed and implemented business strategies, plans, and procedures.
- Wrote and submitted reports to the General Officer on all matters of importance.
- Developed plans to materialize strategy and analyze business solutions.
- Aligned processes, resources-planning, and organization goals with overall strategy.
- Provided support and insight into significant organizational changes (e.g. acquisitions, strategic focus, and mergers).
- Prepared presentations, spreadsheets, and reports.
- Performed quality control.
- Revised and/or formulated policies and promoted their implementation within the organization.
- Conducted skills gap analysis.
- Served as liaison to the Defense Acquisition University (DAU) – Huntsville, AL for training and strategic endeavors.

UNITED STATES ARMY ACQUISITION SUPPORT CENTER (USAASC), Fort Belvoir, VA

Acquisition and Contracting Career Management and Leader Development Manager, Jan 2013 – Sept 2014

- Served as the Proponent Career Management NCO for Military Occupational Specialty (MOS) 51C.
- Analyzes the required capability and leader development needs of career management field 51 consisting of approximately 588 NCOs.
- Analyzed and coordinated personnel actions with regards to recruitment, retention, individual training, education, professional development, and separation for the acquisition civilian and military workforce.
- Administered and prepared the 51C reclassification board resulting in over 100 high quality noncommissioned officers becoming a part of the acquisition workforce.
- Developed written policies for various broadening opportunities within the acquisition workforce.
- Responsible for reviewing and certifying acquisition workforce members in Contracting and Program Management according to the Defense Acquisition Workforce Improvement Act (DAWIA).
- Conducted oral briefings to military and civilian acquisition personnel about the status of the acquisition workforce, as well future opportunities for broadening assignments.
- Responsible for developing a Training with Industry (TWI) program and Advanced Civil Schooling (ACS) program for CMF 51.
- Managed the Army Career Tracker (ACT) at the Secretariat level of the U.S. Army for the 51C MOS of over 1,000 soldiers for career guidance

MISSION INSTALLATION CONTRACTING COMMAND-FORT HOOD, Fort Hood, TX

Contract Specialist, Jul 2012 – Dec 2012

- Served as the lead Contract Specialist responsible for pre-award and post-award functions of large service and supply acquisitions.
- Reviewed, prepared, issued, and awarded firm fixed priced contracts, including modifications, amendments and solicitations documents for supplies and services.
- Reviewed documents to assure the terms and conditions, contract clauses and provisions, regulations, and policies were incorporated in accordance with the Federal Acquisition Regulation (FAR), Defense Federal

Acquisition Regulation Supplement (DFARS), and the Army Federal Acquisition Regulation Supplement (AFARS).

- Conducted market research to determine the procurement is obtained from responsible sources at a fair and reasonable price.
- Performed various duties during the pre- and post-award phases of contracting such as working with technical personnel in formulating plans for procurements.
- Served as an advisor to customers in procurement package developments.
- Responsible for termination/closeouts of delivery orders, task orders, and contracts.

CENTCOM- SENIOR CONTRACTING OFFICE-AFGHANISTAN (SCO-A), Kandahar, Afghanistan

Warranted Contracting Officer, Jun 2011 - Jun 2012

- Served concurrently as a Warranted Contracting Officer (KO) responsible for awards up to \$500K and a contract specialist in a contingency environment in support of Army Central Command (ARCENT).
- Responsible for supervising 20 military, civilian, and local nationals' personnel.
- Analyzed industry resources for the acquisition of goods and services.
- Determined strategies for procurement by researching mandatory sources, small business capabilities, and competitive open market potential.
- Conducted market research, small business compliance, acquisition plans, synopsis, solicitation, price analysis, pre-negotiation brief memos, negotiations, reverse auctions, source selection plan review, price negotiation memos, and contract award.
- Oversaw post-award functions including the exercise of options, termination for default, partial terminations, premium payment for expedited items, and modifications to delivery and/or quantity.
- Worked closely with legal counsel, small business advocate, Contract Review Division, Acquisition Review Board, and Pricing Analyst to maintain complete compliance of all government regulations.
- Approved preparation and execution of teaming and non-disclosure agreements.
- Oversaw and assigned contracts for close-outs and files to be sent back to Rock Island Arsenal, IL for storage.
- Responsible for updating items and attending meetings for the JARB boards on contracts in Kandahar, Afghanistan.

MISSION INSTALLATION CONTRACTING COMMAND-FORT HOOD, Fort Hood, TX

Contract Specialist, Jun 2010 - May 2011

- Served as a Contract Specialist responsible for pre-award and post-award functions of service and supply acquisitions.
- Reviewed, prepared, issued, and awarded firm fixed priced contracts, including modifications, amendments and solicitations documents for supplies and services.
- Reviewed documents to assure the terms and conditions, contract clauses and provisions, regulations and policies were incorporated in accordance with the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and the Army Federal Acquisition Regulation Supplement (AFARS).
- Conducted market research to determine the procurement is obtained from responsible sources at a fair and reasonable price.
- Performed various duties during the pre- and post-award phases of contracting such as work with technical personnel in formulating plans for procurements.
- Served as an advisor to customers in procurement package developments.
- Responsible for termination/closeouts of delivery orders, task orders, and contracts.

EDUCATION

TROY UNIVERSITY, TROY, AL

Master of Science, Management concentration in Project Management, October 2022

STRAYER UNIVERSITY, Washington, DC

*Bachelor of Science, Business Administration concentration in Acquisition and Contract Management,
September 2014*

CERTIFICATIONS

- Defense Acquisition Workforce Improvement Act (DAWIA) - Contracting; Level III
- Defense Acquisition Workforce Improvement Act (DAWIA) – Program Management; Level I

PROFESSIONAL AFFILIATIONS

- Army Acquisition Corps Membership
- Project Management Institute Membership