



# NCMA

## May 2006



# Voice

## ***Membership Meeting***

- Where:** DoubleTree Hotel
- When:** Wednesday, May 3, 2006
- Workshop** Workshop begins at 10:30
- Speaker:** Jim Gilley – “Insurance and Bonding”
- Program Speaker:** Social Begins at 11:30 a.m.  
Lunch will be served at 11:45 a.m.  
Edward R. Simpson  
Director, Office of Procurement and Assistance Management, U.S. Department of Energy Headquarters
- Topic:** *Insight into DOE Procurement*
- Cost:** \$14 Members,  
\$15 Non-Members
- Lunch:** Tossed Salad with Ranch or Honey Dijon Dressings, Beef Rollups with Mushroom Gravy, Wild Rice  
Baby Glazed Carrots, Assorted Dinner Rolls and Butter, Chef’s Choice  
Dessert, Iced Tea, Coffee or Decafe
- \*Please pay at the door with cash, personal check, or company check only.*
- RSVP:** Call Vicki Dyer at 483-9332 or fax information to 483-0241 ASAP, but no later than noon, Monday, May 2, 2006.

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## ***From the President***



We have been very fortunate to have the opportunity to host DOE’s new Head of Procurement Mr. Ed Simpson this month. Programs have done a stellar job this year for us.

The Education committee has been hard at work as well. They will bring us another great workshop prior to the membership meeting. Make plans to attend this insurance and bonding workshop. We also have another great opportunity coming up. Please mark May 31<sup>st</sup> on your calendar. Mr. Bruce Bowland and Ms. Laura Davis will be instructing us on DCAA Audits at the Pollard Auditorium.

Don’t forget to contact the Graalman committee if you had any contracts related articles published or if you have presented for another organization on a contracts or procurement related topic. These activities can help us gain Graalman points so please let us know.

I look forward to seeing you all May 3<sup>rd</sup>!



## ***About the Program...***

Most of you have heard presentations from Richard Hopf, former Director of the Office of Procurement and Assistance Management. Mr. Hopf, a strong supporter of NCMA and frequent guest speaker to our chapter, recently retired from federal service. We will miss his leadership, insights, and his often humorous comments on life in this business.

Our chapter is most fortunate to have this unexpected opportunity to meet Mr. Edward Simpson, the new Director, Office of Procurement and Assistance Management, DOE HQ. A special thanks to Will Minter, who was originally scheduled as our May speaker, for graciously moving his presentation to June 7<sup>th</sup>.

Please make your reservations now for May 3<sup>rd</sup> and encourage others in your organization to attend as well. Let's take advantage of this wonderful opportunity to welcome Mr. Simpson as he shares his *Insight into DOE Procurement*.



### About the Speaker...

Ed Simpson is the Director, Office of Procurement and Assistance Management for the Department of Energy. In this capacity, Mr. Simpson serves as the Department's Senior Procurement Executive with broad responsibilities for all aspects of DOE's procurement system.

Prior to assuming his current position, Mr. Simpson was the Director, Office of Contract Management where he was responsible for acquisition planning, contract clearance, and contract management for the Department's multi-billion dollar non-defense contracting portfolio. He has been a leader in DOE's implementation of key acquisition reform initiatives for over 12 years and was instrumental in revising DOE's decade's old competition policies, advancing DOE's use of performance-based contracting, and streamlining DOE's competitive procurement processes.

Mr. Simpson has been with the Department of Energy since 1979 and has held such diverse positions as a Special Advisor to the Senior Procurement Executive, senior Procurement Policy Analyst, and operational Contracting Officer. Mr. Simpson began his Federal career

in 1973 with the General Services Administration. Mr. Simpson holds a Bachelor of Science degree in Business Management from the University of Maryland and is a Level III certified Acquisition Professional. He is a member of the Washington, D.C. Chapter of the National Contract Management Association.



### 2006-2007 Officer Nominations

Proposed slate of officers for 2006 – 2007:

President .....Freda H. Hopper  
Vice-President .....Sonny Rogers  
Secretary .....Kathy McMillan  
Treasurer .....Laura Davis  
Chapter Advisor .....Katherine Bumgardner

Elections will be held at the June 7<sup>th</sup> meeting and nominations can be made up until that time. If there are additional nominations, please contact one of the committee members whose name, phone and e-mail address is listed below.

#### Nominating Committee for 2006 -2007 Officers

Barbara Jackson  
Phone: 576-0976  
E-mail: [JacksonBJ@oro.doe.gov](mailto:JacksonBJ@oro.doe.gov)

Joel Pearman  
Phone: 241-5305  
E-mail: [pearmanje@ornl.gov](mailto:pearmanje@ornl.gov)

Barbara Turner  
Phone: 717-3216  
E-mail: [barbara\\_turner@bellsouth.net](mailto:barbara_turner@bellsouth.net)



### Newsletter Committee...

I hope everyone has enjoyed the Newsletter this year. I know that the last several ones have been very long,



but there is just so much activity going on at the end of the year. Everyone's support and participation in providing input to the Newsletter this year is greatly appreciated. Don't forget to check out our Chapter's website at [www.ncmaet.com](http://www.ncmaet.com).

Submit articles to: [tracie@edwardssupply.com](mailto:tracie@edwardssupply.com) or [lisa@edwardssupply.com](mailto:lisa@edwardssupply.com).

## Scholarship News

To date, the Scholarship Committee our Chapter has received 12 scholarship applicants to evaluate, six currently in college and six high school seniors en route to colleges/universities in Tennessee



## Graalman Reminder

Listed below are the eight (8) Graalman performance criterion categories. It is important that we work together to achieve our Graalman Goals.

Performance Criteria: Education and Training (Maximum 80 Points)

- Conduct educational conferences or seminars that are a minimum of 4 hours each (other than NES). We receive one point for each hour of training for a maximum of 10 points.
- Conducting brief educational workshops before meetings. One point for each hour of workshop training for a maximum of 10 points.
- Sponsor certification training/tutorial (an organized study program) for CPCM, CCCM and/or CFCM candidates. 10 points for each program or 15 points for a combined program. Maximum for this area is 20 points.

- Become Certified as a CPCM, CCCM, or CFCM. We receive 5 points if 10% of the year-end chapter membership is certified.
- Host or co-host a National Education Seminar (NES) for 20 points (As you can see this is one of the best ways to increase our score, and the topics are very helpful to the membership).
- Host or co-host any other NCMA seminar originated by NCMA National (for a max of 10 points).
- Sponsor an Education Track at the NCMA World Congress, for 5 points.

Performance Criteria: Planning & Organization (Maximum 60 Points)

Note: All of the following must be accomplished between May 1<sup>st</sup> and September 15<sup>th</sup> of the new Chapter year.



- Prepare an Annual Chapter Operating Plan that shows the activities, goals and responsibilities of chapter leaders. Must be published and postmarked (by September 15<sup>th</sup>) to the National President-Elect in care of the NCMA Office. Worth 10 points.
- Prepare and publish a Long-Range Plan Covering a minimum 3-year period). Same rules as above. Worth another 10 points. NOTE: The Regional reviewer may grant up to 10 additional points (up to 5 points for each plan – annual or long range) based on the quality and content of the plans.
- Conduct an organizational or “team building” meeting for upcoming chapter leaders prior to August 15, 2004. (Now this seems harsh!!) Minimum of 3 hours in duration. Worth 10 points.
- Organize and carry out a written plan to address membership retention. Submit the plan to National by September 15<sup>th</sup>. Worth a maximum of 10 points. 5 points for the plan, 5 points for the results.
- Submit a complete roster of chapter officers and the chapter leadership team

(including email addresses) to the NCMA National Office by May 1<sup>st</sup>. This roster is the list of the elected officers for the upcoming/next program year. 10 points if sent by May 1<sup>st</sup>. 0 points otherwise.

## **Upcoming Events**

**May 31, 2006**

**Full Day Seminar at Pollard Auditorium  
(Registration information is attached)**

Topic: *Overview of DCAA Audits*  
Speakers: Bruce Bowland and Laura Davis

**June 7, 2006**

Topic: *How to Be a Best-in-Class Contractor*  
Speaker: Will Minter, Division Director for Asset Management and Small Business Programs

**June 27 - 30, 2006**

7<sup>th</sup> Annual U.S. Department of Energy (DOE) Small Business Procurement Conference in Seattle, Washington, at The Washington State Convention and Trade Center. For more information, check out



the website at  
<http://www.smallbizconference.com/>

**July 27-28, 2006**

NCMA Aerospace and Defense Contract Management Conference



Hyatt Regency Orange County Garden Grove, CA Register through by July 7 to receive the early-bird rate.

Proudly presents

***Overview of 'DCAA Audits'***

- I. General Background on DCAA
- II. Overview of Accounting for Government Contracts
  - a. Allowability
  - b. Allocability
  - c. Indirect Costs vs. Direct Costs
  - d. Unallowable Costs
- III. Types of Contracts
  - a. Fixed Price
  - b. Time and Materials (T&M)
  - c. Cost Plus
- IV. Types of DCAA Audits
  - a. Incurred Cost Submission
  - b. Timesheet Floor Check
  - c. Pre-award Audits
  - d. Post award Audits
  - e. Financial Capability Audit
  - f. Accounting System Audit
  - g. Others
- V. DCAA 'Hot Topics'
  - a. What areas will they focus on?
  - b. How to prepare for a DCAA audit.
- VI. How to respond to a DCAA audit.**
- VII. General Background on DCAA
- VIII. Overview of Accounting for Government Contracts
  - a. Allowability
  - b. Allocability
  - c. Indirect Costs vs. Direct Costs
  - d. Unallowable Costs
- IX. Types of Contracts
  - a. Fixed Price
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  - c. Cost Plus
- X. Types of DCAA Audits
  - a. Incurred Cost Submission
  - b. Timesheet Floor Check
  - c. Pre-award Audits
  - d. Post award Audits
  - e. Financial Capability Audit
  - f. Accounting System Audit

g. Others

XI. DCAA 'Hot Topics'

- a. What areas will they focus on?
- b. How to prepare for a DCAA audit.
- c. How to respond to a DCAA audit.

**Instructors:**

Ms. Laura Davis, President of Strategic Consulting Solutions, Inc.

Her company supports various government contractors with their accounting needs.

Ms. Davis has more than 15 years experience in government cost accounting with five years supervising various accounting functions. Her government cost accounting experience includes the design, implementation, and administration of new accounting job cost systems, specifically Deltek<sup>®</sup> Costpoint and GCS Premier, and QuickBooks. Her background also includes assisting contractors in DCAA compliance issues and preparing related reports.

Ms. Davis holds a master of accountancy degree from the University of Tennessee and a bachelor's degree in business administration from Lincoln Memorial University. She is a CPA and a member of the American Institute of Certified Public Accountants, the Tennessee Society of Certified Public Accountants, and NCMA (Treasurer).

Ms. Davis has co-authored recent articles published in Contract Management, 'Successfully Using Accounting Software', November 2001, and 'Strategies for Implementing Accounting Software', June 2001.

Bruce Bowland, Director of Finance, EOD Technologies, Inc.

Mr. Bowland is a senior-level Contracts and Finance professional with a proven record of accomplishments for leading companies through aggressive growth phases; designing/implementing new accounting/finance systems and restructuring operations to facilitate corporate growth; and managing all levels of domestic and international financial/accounting operations.

Over the last 26 years, Mr. Bowland has been involved in counseling businesses regarding their accounting systems, reporting costs to the Federal Government, designing accounting systems, and assisting in audits, many of which were performed by the Defense Contract Audit Agency (DCAA), Criminal Investigative Division (CID), and Internal Revenue Service (IRS). He has provided support to government contractors by developing accounting systems, assisting in cost accounting and compliance filings, preparing certified claims and requests for equitable adjustments (REAs), and served as an expert witness in United States Federal Court having proffered testimony on the propriety of audits and admissibility of claimed costs.

Mr. Bowland has prepared and presented numerous seminars on the legal aspects of federal contracting and marketing to the federal government. He also saved companies millions of dollars when he successfully defended them against potential claims in post-award contract audits.

Mr. Bowland holds a M.B.A., Bristol University, Bristol, TN and a B.S., Geotechnical Engineering, University of Rhode Island, Kingston, RI.

**Location: Pollard Auditorium**

**Date: May 31, 2006**

**Time: 8:30 a.m. to 4:30 p.m.**

**Registration begins at 7:30 a.m.**

**Please contact Faye Orick @865-803-7678 if you have any questions.**

## Overview of 'DCAA Audits'

### REGISTRATION INFORMATION

NAME \_\_\_\_\_

NCMA MEMBER NUMBER \_\_\_\_\_ CHAPTER \_\_\_\_\_

FIRM OR AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

### FEE MEMBERSHIP INFORMATION

#### Early Bird Discount (Registration 5/24/06 or earlier)

NCMA MEMBER \_\_\_\_\_ \$125\*    NONMEMBER \_\_\_\_\_ \$150

#### Registration after 5/24/06

NCMA MEMBER \_\_\_\_\_ \$150\*    NONMEMBER \_\_\_\_\_ \$175

\*Also applies to companies registering 7 or more

### PAYMENT INFORMATION

\_\_\_\_ A check (payable to NCMA) for the full amount of \$ \_\_\_\_\_ enclosed

**Cancellation Policy:** Registrations canceled 10 working days or less before the program are liable for the entire fee. However, you may send a substitute at no additional cost.

Please mail form and payments to:  
Security Consultants Group, Inc.  
ATTN: Katherine Bumgardner  
102 Mitchell Road  
Oak Ridge, TN 37830  
Or fax to: 775-923-1975  
Or fax to: 775-923-1975

## Remaining 2006 Program Schedule

May 3, 2006	Workshop, 10:30 a.m. Double Tree	Speaker: Jim Gilley <i>Insurance and Bonding</i>
May 3, 2006	Membership Meeting, 11:30 a.m., DoubleTree	Speaker, Edward Simpson <i>Insight into DOE Procurement</i>
May 31, 2006	DCAA Seminar	<i>Overview of 'DCAA Audits'</i>
June 7, 2006	Membership Meeting, 11:30 a.m., DoubleTree	Speaker, Will Minter <i>Strategies for Achieving "Best in Class" Status</i>



**NATIONAL CONTRACT MANAGEMENT ASSOCIATION  
EAST TENNESSEE CHAPTER  
BOARD  
PROGRAM YEAR 2005-2006**

**Officers**

<b>President</b>	Katherine Bumgardner	220-8630	<a href="mailto:bumgardnermk@aol.com">bumgardnermk@aol.com</a>
<b>Vice President</b>	Freda Hopper	576-9430	<a href="mailto:hopperfh@oro.doe.gov">hopperfh@oro.doe.gov</a>
<b>Secretary</b>	Judy Franklin	483-9032	<a href="mailto:judy.franklin@ch2m.com">judy.franklin@ch2m.com</a>
<b>Treasurer</b>	Laura Davis	599-7986	<a href="mailto:laura824@aol.com">laura824@aol.com</a>
<b>Chapter Advisor</b>	Barbara Jackson	576-0976	<a href="mailto:jacksonbj@oro.doe.gov">jacksonbj@oro.doe.gov</a>

**Committee Chairs**

<b>Education</b>	Faye Orick Richard Glenn	574-0748 241-1330	<a href="mailto:sorick@weskem.com">sorick@weskem.com</a> <a href="mailto:glennrw@bechteljacobs.org">glennrw@bechteljacobs.org</a>
<b>NES</b>	Penne Howard Barbara Jackson	574-3803 576-0976	<a href="mailto:howardpg@y12.doe.gov">howardpg@y12.doe.gov</a> <a href="mailto:jacksonbj@oro.doe.gov">jacksonbj@oro.doe.gov</a>
<b>Scholarships</b>	McArthur Moore Judy Wilson Cassie Heyward Rose Weaver	576-3847 576-0786 576-1437 276-9270	<a href="mailto:moorem1@bechteljacobs.org">moorem1@bechteljacobs.org</a> <a href="mailto:wilsonjs@oro.doe.gov">wilsonjs@oro.doe.gov</a> <a href="mailto:CH7@bechteljacobs.org">CH7@bechteljacobs.org</a> <a href="mailto:weaverR@wsi-or.net">weaverR@wsi-or.net</a>
<b>Programs</b>	Barbara Turner Mary Berry Mea Reeves Beverly Harness	717-3216 220-4959 241-3671 576-1816	<a href="mailto:barbara_turner@bellsouth.net">barbara_turner@bellsouth.net</a> <a href="mailto:mary.berry@jacobs.com">mary.berry@jacobs.com</a> <a href="mailto:reevesms1@y12.doe.gov">reevesms1@y12.doe.gov</a> <a href="mailto:harnessb@oro.doe.gov">harnessb@oro.doe.gov</a>
<b>Membership</b>	Beth Holt Martha Dansby Lisa Copeland (awards)	576-0783 576-1643 241-6069	<a href="mailto:holtbl@oro.doe.gov">holtbl@oro.doe.gov</a> <a href="mailto:dansbmyr@bechteljacobs.org">dansbmyr@bechteljacobs.org</a> <a href="mailto:copelandla@ornl.gov">copelandla@ornl.gov</a>
<b>Newsletter</b>	Tracie Rucker Lisa Coleman	483-1766 483-1766	<a href="mailto:tracie@edwardssupply.com">tracie@edwardssupply.com</a> <a href="mailto:lisa@edwardssupply.com">lisa@edwardssupply.com</a>
<b>Publicity and Web Page</b>	Stephanie Davis	482-7440 ext.111	<a href="mailto:sdavis@scgincorp.com">sdavis@scgincorp.com</a>
<b>Employment</b>	Al Guidry	241-4161	<a href="mailto:guidrya@ornl.gov">guidrya@ornl.gov</a>
<b>Social</b>	Vicki Dyer	483-9332	<a href="mailto:vdyer@scisale.com">vdyer@scisale.com</a>
<b>Graalman</b>	Debra Hickman Seaira Stephenson	482-5045 481-6546	<a href="mailto:debra.hickman@jacobs.com">debra.hickman@jacobs.com</a> <a href="mailto:seaira@bellsouth.net">seaira@bellsouth.net</a>