

MICHAEL SIEVERT

(303) 919-0733

sieverts3@yahoo.com

PROFESSIONAL SUMMARY

Creative and motivated to solve complex issues in contract, subcontract and procurement best practices. RFQ/RFP processes, Supplier, or vendor selection, Strong self-starter, excellent customer service experience in all types of contracts, subcontracts, Software License Agreements, Supply Chain and purchase orders. Detail oriented, diversified, innovative and process driven with the ability to maintain accuracy while performing activities in a challenging environment.

- FAR/DFARS experience and knowledge
- Excellent communication skills
- Contractual compliance knowledge
- Team Player

EXPERIENCE

Nakupuna

June/2023-July/2025

Contract Manager

- Pre-award functions such as market research, solicitation review, proposal prep, teaming agreements, and subcontract solicitations.
- Contract administration, such as contract kick-off, monitoring compliance, reporting requirements, resolving contractual issues as they arise, and negotiating agreements and processing procurements made under the contracts.
- Contract closeouts and subcontract closeouts.
- Issuing Request for Quote/Request for Proposals to vendors/ Subcontractors.
- Assist with proposals (reviewing solicitation clauses and requirements, compliance, screening Organizational Conflict of Interest).
- Agreement negotiation (contract, subcontract, supplier) and documenting the negotiation.
- Maintaining complete Contract records and documentation.
- Maintaining complete Procurement records in accordance with DFARS Business Systems criteria for a compliant Purchasing System (i.e., Contractor Purchasing System Review (CPSR)).
- Maintaining contract/ subcontract data to support routine reporting requirements, such as Small Business Subcontract Plan reporting, Service contract, Federal Funding Accountability and Transparency Act (FFATA).

Community College of Denver

June/2022-May/2023

Contracts and Procurement Manager

- Primary liaison to the college for Personal Services and other Contracts including interpreting rules and regulations, policies, and other guidance regarding contracts

provided by the State Controller's Office, State Division of Purchasing, Community College System Office.

- Prepare contracts for college departments, including but limited to: Clinical, Cooperative, Articulation, Affiliation, and Instructional Agreements and Personal Services Contracts.
- Evaluate and process purchase requests. Review requests and determine the appropriate procurement process to be utilized in compliance with state procurement and fiscal rules, federal and state regulations.
- Prepare statements of work and specifications for formal and informal requests for bid and requests for proposal. Manage the overall RFP, DQ, and other formal bid processes.
- Supervise Purchasing Coordinator, purchasing work completed by others in the department, and applicable hourly or student staff providing procurement services including processing of purchase requisitions, purchase orders, state awards/price agreements, written determinations, telephone quotes, vendor certificates of insurance, etc.

Lumen

June/2020-June 2022

Contracts Manager II (Contractor)

- Provide advice and recommendations for all elements in Contracts, including approaches, options, strategies, risks, contracting Budgets, and implement negotiation strategies including development of performance for over 600 contracts.
- Activities include contracts for purchase or sale of equipment, materials, products, or services.
- Examines performance requirements, delivery schedules, and estimates of costs of material, equipment, and production to ensure accuracy.
- Reviews bids from other firms for conformity to contract requirements and determines acceptable bids. Provides bids, process specifications, test and progress reports, and contract budgets.
- Collaborate with Management on contract renewals and terminations.

General Services Administration (GSA)

Feb/2019-May/2020

Contract Specialist II (Contractor)

- Provide advice and recommendations for all elements in procurement acquisition plans, including approaches, options, strategies, risks, contracting methods, competition, cost estimates, milestone schedule and implement negotiation strategies and techniques, manage audits, including development of performance for over 100 contracts.
- Lead contract negotiations of business terms and fees for services with sites/vendors/consultants and facilitate contract language negotiations, for a cost savings of 20%.
- Prepare a detailed schedule of contracts for audits to derive at 70% accurate completion.
- Manage pricing/cost analysis for price reasonableness determination, to include ensuring redlines and recommendations are negotiated.
- Prepare Request for Quotes (RFQs). Request for Proposals (RFPs) and Combined Synopsis/solicitations. Made sure the solicitation includes all appropriate solicitation terms and conditions. Recommend and prepare unique terms and conditions as required.

Terumo BCT

May/2018-Feb/2019

Contract Manager

- Manage the over 120 RFP's/RFQ's process and assisted with defining scope of services
- Lead contract negotiations of business terms and fees for services with sites/vendors/consultants and facilitate contract language negotiations.
- Manage pricing/cost analysis for price reasonableness determination valued at \$1.8 mil
- Monitor compliance with contract terms and proactively coordinate contract amendments as required for 34 sites.
- Performed audits and consulting on projects, including compliance risk, developing processes, performing audit polices and reporting findings
- Drafted 30 NDAs, software license agreements, maintenance, and support agreements
- Develop 100 % RFQ/RFP/Bid packages, evaluate supplier quotes or subcontract proposals.

Arrow Electronics

March/2018-May/2018

Product and Material Asset Manager

- Develop, and leverage the influential supplier relationships to negotiate competitive pricing and availability, to increase sales and gross profit dollars for all regions.
- Primary point of contact between the Arrow sales team and the supplier, Product Specialists also arrange meetings via webcast, phone, or in person in order to drive and increase our market share.

CenturyLink, Inc.

March/2017-Feb 2018

Contracts Analyst

- Lead analyst on all contracts and pricing request from both a business standpoint and a high-level legal standpoint to understand implications of simple or complex language contracts, to include processing of sales contracts.
- Work with Legal and other key stakeholders on the development and maintenance of standard templates and policy.
- Evaluate requests for custom/non-standard contracts and negotiate terms & conditions with customers on non-standard redline requests.
- Manage services, software license renewal agreements for legal and management.
- Establish and foster key relationships within the organization and lead in installation of Oracle software conversion.
- Devise methods, modify or adapt standard procedures to meet varied situations.

Excell Consulting International Inc.

June/2016- Feb 2017

Contract Administrator

- Negotiate, prepare and establish contract structure and compliance with the company's internal policy for over 19 contracts.
- Create, maintain and track earned value reporting for 19 contracts, purchase orders, and correspondence on all projects. Working closely with Accounts Payable on regarding receivables
- Reviewing and incorporating analysis/audit/financial summaries, as it relates to contractual negotiations for related revenue recognition efforts, discuss compliance

audits and report to shareholders.

- NDAs, software license agreements, service components, and support agreements
- Develops negotiation strategies for 84 key projects and leads negotiations with all SLAs for the entire corporation.

Prime Flight

Jan/2016-May 2016

Dispatch Supervisor

- Supervise aircraft dispatch activities and plan resources.

ZoZo Group

Nov/2015- March 2016

Contract Administrator

- Lead in all 37 contract reviews and negotiations to ensure compliance with CDOT and State of Colorado subcontracts, standard Terms and Conditions.
- Negotiate, prepare and submittal of Purchase Orders to mitigate any risk for the company.
- Create, maintain and track efforts for all construction contracts, purchase orders, and correspondence on all projects.

Defense Health Agency

Dec/2014- July/2015

Contract Analysis (Contractor)

- Performing detailed reviews, fact-finding and analysis of contractor proposals, to include. 96 Non-Disclosure Agreements develop of qualified IT vendors, full Request for Proposal lifecycle and sourcing/contracting concepts/procurement best practices.
- Providing recommendations regarding allowability, allocability, and reasonableness of cost elements in accordance with applicable FAR and DFARS guidance.
- Reviewing and incorporating technical analysis/audit/financial/actuarial reports into a consolidated pricing report.
- Supplier management, material forecasting, cost/schedule/quality management, metrics, supplier assessments, sourcing strategies, negotiation of software license agreements.
- Develop and negotiated 30 pre-contract agreements with prime contractors such as with CISCO, Dell, IBM and CITRIX.

Catholic Health Initiatives

Aug/2014-March/2015

IT Contract Administrator (Consultant – Prodigy Resources)

- Ensure all custom reports are pulled on all National contracts with Business Associate Agreements (BAA) that have origination date prior to July 2010.
- Oversaw the required review of each BAA's for compliance and corrected all found issues.
- Track the receipt of BAA's into MediTract system to ensure compliance.
- Identify all have IT Security Amendment language is included and ensure Corporate Compliance.

Cricket Communications

Jun/2013 – Jul/2014

Contract Administrator II

- Lead responsibility to maintain and make available standard contracts/templates and purchasing policy, as well as educate and train users of the contract approval and authorization processes.
- Support proposal efforts with RFP's/RFQ's
- Evaluate all suppliers through company methods such as supplier visitations and various objective performance measurements, including on-time delivery, service performance, and price performance.
- Contract Administrator responsible for the drafting, review, negotiation, and administration of complex, multi-phased prime contracts, grants, cooperative agreements, teaming agreements, NDAs and multiple types of zero funded agreements.

Catholic Health Initiatives

Jan/2013 – Jun/2013

IT Contract Analyst II (Contractor)

- Communicate with internal business managers and/or vendors regarding contract status and accounting information.
- Implemented aspects of contract data consolidation to include pricing & terms/ conditions.
- Scan and upload contracts to online contract repository – MediTract-TractManager software
- Maintaining ITS vendor agreement renewal/termination calendar.

United Launch Alliance

Jan/2011 – Sep/2012

Subcontract Administrator 3

- Provided support in the development of subcontract specifications, Statement of Work and terms and conditions for the procurement of specialized materials, Purchase items, including services, of varying complexity, equipment, facilities, construction and services supporting the production of launch vehicles, as it applies to FAR and DFAR.
- Develop and maintain professional relationships with program team and customer personnel for the advancement of long-term business opportunities. Develop and negotiate pre-contract agreements with prime contractors.
- Responsibilities include, subcontract administration support, which includes the but not limited to the following: financial, contractual, compliance, subcontract award and modification, procurement, proposal preparation, budgeting, audit, property, and accounting.
- Prepared requests for quotes (RFQ) and proposals (RFP) packages, conducts bidders' conferences, analyzes and evaluates supplier proposals, resolves proposal preparation problems and assesses the progress against established plans and risk mitigation to meet schedules.
- Negotiated subcontract provisions, Term and Conditions, selects subcontract source, creates subcontract documents, NDAs and administers complex subcontracts. Monitor compliance with departmental and corporate guidelines/procedures.

Teledyne CollaborX, Inc.

Oct/2008 – Oct/2010

Contract Administrator

- Development support of specifications, statements of work, and terms and conditions for the procurement of complex equipment and services subcontracts.
- Negotiate, organize and maintain corporate contract documentation using Deltek, SAP and Microsoft Access, MS Excel database.
- Responsible for all compliance requirements for DCMA and DCAA issues are accurate and complete per company policies.
- Prepared requests for quotes, bid evaluations and negotiations in accordance with FAR to subcontractors.
- Negotiated 56 contracts, Non-disclosure Agreements, Teaming Agreements, facilities management, and Government subcontracts.
- Prepared and issues moderately complex RFP's

CIBER, Inc

May/2005 – Sep/2008

Contracts Administrator

- Lead in the DCAA Incurred Cost Submission Audit for Federal Contract Compliance.
- Negotiates subcontract provisions, selects subcontract source, creates subcontract documents, and administers resulting subcontracts, including additions, deletions, or modifications.
- Responsible for compliance requirements for DCAA issues are accurate and complete.
- Prepared requests for quotes, bid evaluations and negotiations in accordance with FAR.

Robert Half International/CIBER, Inc.

Jan/2005-May/2005

Consultant/Subcontract Administrator (Contractor)

- Support CIBER in the Defense Contract Audit Agency (DCAA) for Incurred Cost Submission Audit.
- Maintained and ensured compliance with project/program policies and procedures consistent with the terms of the contract, applicable regulations and firm policies

Flight Safety International

Dec/1997-Jan/2005

Senior Buyer/Subcontract Administrator

- Instructed management on major contracts and supported negotiation strategies on POs
- Managed Purchase Orders valued at over 22M..
- Prepared requests for quotes, bid evaluations and negotiations in accordance with FAR.
- Established standard purchase agreements in support of United States Air Force.
- Performed Compliance Audits to include Small Business audits.
- Developed and maintained a database of qualified local, regional, and international suppliers and subcontractors, with performance history.

EDUCATION AND CLEARANCES

Colleges through Regis University and Phoenix University (AA)
Held Secret Clearance (Currently In-active)