
Mary Bird

Education:

M.S., Technology Management, University of Maryland, 1995
A.B., Mathematics, College of Mount St. Joseph

Professional Experience:

i_SW

January 2011 – present

Maryland Business Manager

Ms. Bird serves as Program Manager on three intelligence community contracts supporting other prime contractors. In this role she monitors financial performance, qualifies personnel for technical positions and works closely with PMO personnel in support of their mission. She also supports all the business activities associated with i_SW's business interests in the Maryland area. She prepares reports as contract deliverables, evaluates qualifications of candidates for employment and provides general support for the technical managers.

JHM Research & Development, Inc.
Program Manager

October 2002 – September, 2010

Ms. Bird supported the SCOSS Program Manager in all aspects of operational support for the largest civilian contract issued by the federal government. The Department of Homeland Security Bureau of Citizenship and Immigration Services awarded the Direct Mail program to JHM more than eight years ago. The company operated four centers throughout the United States with more than 2000 employees providing a variety of document management services. Ms. Bird provided for configuration management of all Standard Operating Procedures totaling more than 400 documents that ensure the proper and secure handling of sensitive and secure documents and more than \$5 million per day in fee payments.

In addition, Ms. Bird led the effort for JHM to receive ISO 9001 2000 certification for its corporate operations. She has been appointed as the project manager and has developed most of the process documentation, forms and controlled documents methodology.

She also provided for all human resources support for more than 100 employees at the four locations. She coordinated actions with field HR personnel, assisted in negotiating benefits plans, maintained all personnel files, and coordinated HR activities with two partner companies who have personnel assigned to the same project. She prepared and submitted federally-required plans and reports.

Ms. Bird was responsible for the preparation of all technical and business proposals submitted by JHM. The most recent two submissions have been awarded to the company.

SYSCOM, Inc.
Vice President

September, 1999 – October 2002

Ms. Bird directed day-to-day operations for all electronic procurement projects conducted for customers around the country. She also oversaw the activities of one of the major subcontractors providing services for these customers. This required frequent monitoring of the software application development plans and coordination with the developers to implement new releases of their product. In addition, she managed all activities for government customers. This included directing the quality assurance activities for new software releases, preparing and submitting proposals for new business and directing the efforts of project personnel performing services for existing customers.

In addition to directing a staff of 4 subordinate personnel, Ms. Bird provided all administrative services for all company personnel.

Bird Consulting Services

Principal

June – August 1999

Ms. Bird provided a wide range of technology-related services to customers. Ms. Bird developed and implemented a software test plan to assure that a software product acquired by Anne Arundel County Public Schools will function in their environment as they expect. This engagement required the submission of formal written documents, hands-on testing of software, recording results, communicating with the software vendor regarding changes and upgrades, and assisting with the implementation of the product in schools.

In addition, Ms. Bird provided consulting services to oversee the implementation of a full life cycle Oracle software application. In this capacity, she conducted JAD sessions, prepared the general design document, including all tables and screen contents and submitted formal technical documents that defined the business rules.

Systems Support Alternatives, Inc.

Vice President, State/Commercial Operations

January 1998 – June 1999

Ms. Bird managed operations and business expansion for all state and commercial contracts. The organization has more than 15 active projects executed by a staff of three project managers, 14 employees, and five consultants. In some cases, she contributed directly to projects by preparing and/or reviewing document deliverables including: Maryland State Department of Education (*MSDE*) *System Improvements Design*, Maryland Department of Human Resources (*DHR*) *Help Desk Implementation and Test Plan*, Anne Arundel County Public Schools (*AACPS*) *Functional Requirements for New School Accounting Software*, and *Requirement Definition for AACPS Special Education Third Party Billing System*. Clients are both prime contractors, such as Bell Atlantic Network Integration, OAO Corporation, and EDS, as well as customers in numerous State and County agencies. Many current tasks are follow-on business with the same customers

and several tasks have been initiated with customers that are new to SSA. As part of her operational responsibility, Ms. Bird also continued to grow and expand the business base.

During her tenure, she developed SSA software engineering standards and procedures for all software development projects within the company and directed their implementation on several projects. In addition, she directed the development of a database to track customer deliverables and due dates, enabling the contracts administration staff to monitor project activities.

Vice President, Business Development

June 1996 – December 1997

Ms. Bird joined SSA with the goal of establishing a formal business development function for the company. She implemented written business development standards and procedures for the corporation and oversaw their usage. She conducted formal and informal training sessions to provide a marketing focus for technical employees. Ms. Bird managed, directed and wrote more than 25 proposals in 1997 establishing a win rate of 68 percent. Seven of the awards were with new customers and sixteen were awarded based on full and open competition. Proposals were submitted to federal, State, local governments and commercial organizations.

Ms. Bird was instrumental in establishing new relationships with large corporations, resulting in great expansion to State and Commercial business areas. She implemented the process of winning a GSA Schedule contract for services, directing the efforts of consultants. She collaborated with several small companies in order to devise a strategy to win business for year 2000 Services. The resulting contract activity exceeded budget goals by 125 percent and continues to exceed goals in 1999.

She organized the corporation's participation in its first major trade show in Maryland, The Maryland Technology Showcase, directing the development of booth design and show materials.

TRI-COR Industries, Inc.

Director, Advanced Programs

January 1995 – June 1996

Hired by the President to pursue key new business opportunities. Led three major capture efforts for DOJ, NASA, and USDA. Provided guidance and leadership to the proposal team. Developed win strategies and negotiated teaming agreements with some of the largest companies in federal government contracting area. Had direct oversight of four contracts monitoring the activities of on-site staff at Export-Import Bank, FEDSIM tasks at three locations, NASA HQ IRM support as a subcontractor to Boeing Information Systems, and DOE Germantown as a subcontractor to CSC. Directed a second contract for NASA-related services as a subcontractor to Booz-Allen & Hamilton. These projects involved more than 30 TRI-COR personnel and a range of contract types.

I-Net, Inc.

Director, Systems Integration

June 1992 - January 1995

Led the Systems Integration business for ten months, building the organization from two employees to more than twenty, supplemented by numerous consultants. Managed the entire scope of technical and price proposal responses for two of the most significant awards within the

Document Management Division, a combined total award value in excess of \$14 million. Particularly adept at developing detailed cost estimates to support fixed price proposals.

Responsibilities included developing new business opportunities through contact with prospects, conducting formal and informal briefings, and participation in trade shows.

Earlier, directed business development activities in support of all conversion services, prepared numerous technical and price proposals for both government and commercial engagements. Successes included awards from the U.S. Army, FAA, Detroit Edison, and Unisys with the awarded projects valued at more than \$15 million.

Organized a team of engineers to implement a litigation support document management system for a Fortune 500 company. The system solution combined LAN and WAN connections to client-server environments established in four separate offices.

PRC, Inc.

Principal System Engineer

June 1990 - June 1992

Led the successful proposal development effort for the Executive Office of the President Facilities Management contracted, valued at \$38 million. Organized all resources from within and outside the company, assigned roles and responsibilities to a proposal team of approximately 15 technical personnel, managed the proposal budget, created strategy for the proposal response, negotiated with potential subcontractors, and contributed to the overall pricing strategy. The resulting proposal was recognized as one of the highest quality documents produced by PRC, used only 80 percent of the allowable page count, was completed within the budget estimate, and was subsequently used as the basis for proposal management training courses.

In an earlier assignment, directed all aspects of network testing in support of the Shared Processing function of the National Environmental Satellite, Data and Information Services Division of the National Oceanic and Atmospheric Administration within the Department of Commerce. Duties included development of test plans, central point-of-contact with three federal agencies, coordination of testing activities at local and remote locations, and monitoring network performance.

Lockheed Integrated Solutions Company

Program Manager

January 1990 - June 1990

Managed multiple image systems integration proposal efforts including hardware and software integration, as well as performing conversion services. This effort included the competitive selection of multiple subcontractors to provide conversion services and microcomputer integration services.

PRC Inc.

Department Manager

November 1982 - January 1990

As Assistant Program Manager for the Environmental Protection Agency General Programming project, directed a team of engineers in the analysis, design prototype development, and successful demonstration of a digital image storage and retrieval system that captured and displayed financial documentation in support of Superfund clean-up activities. The prototype application included fully developed software, actual site data and images, and was completed within 13 weeks of client approval of the design concept. The prototype system was so thoroughly tested that it never failed in more than 50 occasions of demonstration in locations through EPA headquarters and regional offices.

Other responsibilities included Executive Assistant to Senior Vice President leading the Strategic Plan development and monthly monitoring of financial performance; Division Quality Advocate auditing technical performance and quality assurance oversight; and Litigation Systems Manager—directing multiple contracts providing a full range of technical services in support of litigation activities for several government organizations.

United States Railway Association (USRA)

Director of Litigation Services

September 1976 - October 1982

Directed the efforts of a staff of programmer and analysts providing support to the Law Department of the USRA, as well as seven different consulting firms. Applications ranged from economic models of the railroad bankruptcy to large databases of real estate tracts and document indexes. Was responsible for the conversion of a 300,000 record database from JURIS to BASIS (DEC 2060 environment) resulting in an annual savings to USRA of \$100,000.

IBM Corp.

Systems Engineer

June 1967 - January 1970

Clearance

Department of Homeland Security Bureau of Citizenship and Immigration Services Trusted Position

Publications/Presentations:

“A Planning Process for Conversion of Legacy Files to Electronic Images”, Federal Imaging, October, 1995

“Defining and Assessing Image Quality for Electronic Images Converted from Microfiche”, Federal Imaging, November 1993

Evaluation of PRC’s IR&D Program, PRC Technology Transfer, December 1990

The Benefits of Rapid Prototyping, PRC Technology Transfer, October 1989

“Practical Experience in the Development of a Document Image Storage and Retrieval System”, Federal Computer Conference, September 1989

“Document Image Process Lessons Learned”, PRC Executive Round Table, July 1989

Recognitions:

Who’s Who of American Women, 1995 and 1996