

## **Mary Lee Pence, Director of Contracts and Purchasing**

Ms. Mary Lee Pence manages and coordinates all activities involved in the administration of contracts, subcontracts, and purchase orders in accordance with Federal Acquisition Regulations, company policy and procedure, and appropriate standard business practices. She has extensive experience in program management, contract management and administration, and has an excellent track record in interfacing with Government Contracting Officers and customers, high-level executives and senior management, and contracting partners. She analyzes contracts and confers with various department heads to detect ambiguities, inaccurate statements, omissions of essential terms, and conflicts with possible implications. Ms. Pence negotiates contracts with customers and vendors within authority and Company guidelines and procedures. Additionally, she evaluates and monitors contract performance to determine necessity for amendments or modifications to contracts, and oversees Company compliance with contractual obligations.

Prior to joining MAR in 2013, Ms. Pence was a Project Manager for CSC overseeing three NAVY Seaport-E contracts which totaled \$70M in value. Ms. Pence regularly interfaced with the Naval Surface Warfare Center, Carderock Division Contracting Officer Representative, Department Heads and technical points of contact on various contractual and technical activities. She ensured all contractual requirements were met through constant collaboration with the Program Control Office, contracts and other supporting company departments. During this time, she also managed a staff of 20 employees.

Ms. Pence received a B.A. degree in Political Science and International Studies from Western Maryland College and a M.S. in Criminal Justice from Saint Joseph's University. She is also currently certified as a Project Management Professional by the Project Management Institute through  
December 2016.