William T. Washington

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Profile:

Small business owner as a Projects/Contracts Manager/Attorney working various IT/Telco/Construction management projects for law firms, major corporations, and governmental agencies. Supervision and selection of staff. Bidding, RFx’s, submissions and responses, work schedules and job assignments. Project management. FFP type contracts as well as state and local. Compliance with FAR, DFARS and specific agency regulations. SaaS, PaaS and IaaS, Document reviews, database builds, contract summaries, case management, data entry, etc. for litigation support. Template development, SOW, NDAs, COs, amendments, software licensing, data use, trademark, MSLSA, MSAs, MSPs, etc. Regulatory and risk management involving standards, statutes, and regulations such as FIPPs, HIPAA/HITECH, PCI, FCRA, GLBA, FACTA, ISO, GAAP, SOC II, FERPA, COPPA, CCPA, NIST, etc. Privacy and security standards with regards to contract operations, data management, and system implementations.

Education:

J.D. University of Dayton School of Law; M.S. Criminal Justice, Eastern Kentucky University, B.S. Economics and Psychology (Double Major), Centre College.

Experience:

1997 to 2016 **Washington Contracts Consulting**

5/19 to 3/20 **State Compensation Insurance Fund** – Senior Sourcing Specialist

Template development, drafting, negotiating, and reviewing IT/Telecom contracts in the Enterprise Procurement Department. RFPs, RFQs and RFIs. NDAs, P2P and SOWs. Security and regulatory compliance in coordination with Privacy and Esec. Staff coaching, meetings, and vendor due diligence. Complex projects and contracting,

4/18 to 4/19 **Pacific Gas & Electric** – Sourcing Specialist

Handling of various commercial deals in the Corporate Shared Services Dept of PG&E. Template development, contract drafting and negotiation, PO and PR editing and issuance. LOB guidance and review. Management of various templates with no oversight from legal until the $5 million mark. SOWs, NDAs, Consulting, amendments, CO’s, P2P, etc.

11/17 to 3/18 **Chevron** – Contracts Advisor

Review, analyses, and recommendations for complex IT contracts. Handling of day to day contracting needs for Downstream IT as well as other Chevron Dept. SOWs, amendments, Demand and Contract request processing. Service orders, template development, meetings, and contract management support for other Advisors.

4/16 to 6/16 **San Jose State University** – Contract Analyst

RFP, RFI and RFQ supervision and coordination. Negotiation of contracts, bids, template development and cost and price analysis. Compliance and regulatory requirements. Internal and vendor relationship management.

4/15 to 11/15 **Gilead Sciences, Inc**. – IT Sourcing Consultant/Project Manager

Negotiation of software, hardware, and services agreement in the IT/VMO Department. Project Management and supervision of RFP, Score carding, Demos and Bid processes in addition to advising internal clients on purchases. Dedicated resource for Data Center Migration Project. Software licensing, SOW, Work Orders, Professional Services agreements, MSAs, Change Orders, etc. Contract and vendor management. Contract template development and negotiation and review of **Oracle** agreements.

11/13 to 12/14 **Visa Incorporated**, Global Sourcing - Director

Negotiation of major software/telecom contracts with high profile type vendors. Drafting of contract templates, contract management, research, and regulatory compliance matters. Ad hoc staff support in negotiations and legal matters. Advising legal and technical departments in drafting and setting up of escrow and supplier security requirements. Technology Focus Group member.

7/11 to 7/13 **General Electric Digital Energy** - Senior Contracts Manager

Staff training on software related issues and contracts. Negotiation planning, business meetings and review of IT/Telecom contracts. Drafting of templates and negotiation of complex agreements within the Smart Grid IT space. High visibility projects with both domestic and international implications. RFP development, SOWs, amendments, addenda, and due diligence. Cost reduction and price analyses. Part of negotiation team that handled the renewal of the 25-million-dollar Oracle Agreement for GE Corporate.

4/10 to 11/10 **Symantec Corp**. – IT Contracts Negotiator

Negotiation of software, hardware, subscription, and telecom contracts as well as drafting of same. Management of MSP with HP. Large and high visibility projects both domestic and international. SOWs. amendments, addenda, purchase orders, etc. Vendor management activities such as profiling, informal meetings, RFPs, etc. Template development, staff meetings and training.

3/10 to 4/10 **Verizon Business Services** – Contracts Manager

Review of service descriptions, market analyses, and pricing materials for compliance with the **State of California’s** Master Services Provider Agreements for data services. Project management of various professional services and products ranging from cybersecurity, broadband, technical writing, IVR, storage, hosting, etc. Support of product management team.

Other various Projects (Excluding Law Firms)

Drafting, review and negotiation of all types of agreements in support of this **Paradigm Management** of all contracts. Legal as well as sales support in addition to insurance administration. Coordination and interaction with outside counsel on any number of issues ranging from rate cases to business continuity planning. Creation of all templates, record retention, and contract administration. All regulatory matters, privacy concerns, and policy issues. Copyright, patent, and trade secret protections currently being put into place in addition to service mark registrations. Involved with lease negotiations as well as due diligence. Most agreements are in the managed care area for catastrophic injuries that major insurance carriers subcontract out to Paradigm due to guaranteed fixed price.

Worked as a Contracts Manager at **Google** in the Vendor Management Department providing desktop support. Drafting, reviewing, and negotiation of both software as well as telecom contracts.

Worked as a Senior Contracts Manager for **VMware** in the Global Procurement Dept. Drafting, negotiating, and review of vendor contracts and proposals. All IT procurement and buyer support. SOWs, amendments, addenda, template development, contracts, consulting agreements, general services, licensing, software development, system integration, etc.

Worked as a Contracts Administrator for the **University of California at San Francisco** – Medical Center’s Purchasing Department. Negotiations, vendor selection, due diligence, drafting, review, and development of contracts, purchase orders, requisitions, change orders, RFQ’s, RFP’s, etc. for medical purchases, services, and consultants. All commodities including software, hardware, medical equipment, etc. Also tasked with development of both internal as well as external policies and procedures that must undergo the administrative policy approval process for inclusion in the UCSF system-wide policy & procedures manual. Renewed expired master agreements.  Review of all boilerplate, written contracts, invoices, practices, policy, procedures etc., for compliance with FAR, state contracting procedures, JCAHO standards, HIPAA, and FDA requirements.

Worked as a Senior Contracts Administrator for **Kaiser Permanente** in their National Facilities – Capital Construction department. Draft, review, and analyses of various boilerplate type agreements in preparation for bid. RFPs, RFIs, RFQs, NDAs, Supplier Profiles, Confidentiality, LOIs, Master Product & Services Agreements, Master Equipment Purchase Agreements, etc., for various commodities and services. Negotiation of same.  Setting of evaluative factors, performance metrics, scorecards, etc. Review and analyses of various internal policies as well as regulatory requirements governing purchasing activities.

Served as a Senior Contracts Manager at **Jones Lang LaSalle** Inc. in the Strategic Sourcing Dept.  Analyses of $900 million-dollar General Service Agreement and standard boilerplate agreements, contract abstracts, due diligence, and regulatory compliance. Costing and pricing analyses for facilities management at **Bank of America** locations as well as staff training.

Review and electronic discovery of all documents for **MDL Infosystems** pending litigation. Use of Document Hunter software and proper characterization of all papers. Review of contracts, proposals, emails, data sheets, third party vendor agreements, business plans, technical specifications, financial information, etc.

Operational auditing of **T-Mobile** files for regulatory compliance. Review of construction drawings, zoning decisions, permitting (zoning and building), easements, amendments, leases, environmental materials, etc.

Financial and operational auditing for the **AT&T Wireless/Cingular** buyout. Sarbanes Oxley compliance.  Strategic Lease Information Management, Oracle 11i, Promis, Access Tracking. Report writing, file review, research, corrections, reconciliations, and special projects. Staff training.

Negotiated, reviewed, and drafted software licenses with real estate software licensing entities (Multiple Listing Services, Win2data, and **First American Realty**. Wrote the training manual for the use of **Win2data**.

Review of component purchase agreements, consignment agreements, corporate supply agreements, product purchase agreements, amendments etc. (Spot and budgetary pricing within the volatile DRAM market.

Served as an IT Procurement Specialist on the first project at **Blue Shield**.

Review of provider contracts for compliance at **McKesson**. Agreements for Ancillary Services, Transfer & Assumption agreements, agreements for prescription drug services and the like.

Review of gaming and technology licensing contracts for entry into database at **Glu Mobile**.  Publishing & Distribution Agreements, Software Licenses, Development Agreements, Content Licenses, etc. Use of License Tracking System software.

Fiber and Network acquisitions, which involved software and hardware configurations for routing of telecommunications traffic while on a **Level 3** Communications project.

Served as a Senior Procurement Specialist on a second project at **Blue Shield.**

Reviewed and analyzed Triton Missile Guidance System contracts involving the use of hardware and software configurations to route cellular traffic through leased or purchased fiber optic pipelines for an internet service provider.

                      7/92 – 3/97       General Counsel – Shawntech Communications, Dayton, Ohio

Managed and maintained the intellectual property portfolio, including trademark and patent applications, license agreements, and non-disclosure agreements

Conducted due diligence review of intellectual property assets for annual audits.

Handled third party software contracts with such entities as **Active Voice, Converse, Magnasync, Harris Industries, ADP, Microsoft, Egghead Software, Callpro, IBM, Nortel, MCI,** and the like.

Drafted, reviewed, and negotiated OEM software licenses and distribution agreements.

Created web site development and professional services agreements.

Instituted contract approval process and management tracking system for sales staff support.

Drafted, reviewed, and negotiated outsourcing agreements, multiple integration contracts, distribution, electronic data interexchange agreements, teaming, channel partner, service bureau agreements, technical exchange letters, data subscription contracts, etc.

Negotiated, reviewed, and drafted value added reseller support contracts, secrecy letters, and sublicenses.

Negotiated and administered carrier agreements, proposals, and several million dollar+ contracts with **MCI, AT&T, Ohio Bell, Ameritech, GTE, US West, Qwest Communications etc.**

7/87-7/92               Associate and Law Clerk – Matlock & Associates, Dayton, OH.

Litigated civil and criminal cases. Board of Contract Appeals and other state administrative trials

Solved regulatory compliance issues for small/medium sized businesses involving FAR, DFAR

Drafted, reviewed, and administered Firm Fixed Price contracts, and Professional Services Agreements.

Arbitrated cases involving civil issues as part of a three-judge panel

4/90 – 7/92       Research Attorney – Customer Support Dept. **LEXIS-NEXIS**, Dayton, Ohio

Technical and legal support for customer calls for assistance.

Performed fixes, patches, modem strings and software configurations on both PCS as well as on various networks such as Novell and Banyon.

Researcher on the Lexis/Lexus dilution case.

Accomplishments:

Board Member – Kent School District Budgetary Committee

American Jurisprudence Award

Outstanding Service Award as an Arbitration Jurist

Best Research Attorney at either **LEXIS or WESTLAW**

Won the largest amount in the history of State of Ohio for a replevin issue ($75000)

**Thurgood Marshall Scholarship** Winner

Co-counsel on the largest drug case in the history of the Southern

District of Ohio

Breast Implant and Rely Tampon (TSS) litigation

Outstanding Post Graduate Award-Bob Hope House

(The Bob Hope House was supported by **Bob Hope** – Thanks for the Memories).