



2019 MAY 21 PM 12:54

OFFICE OF THE  
SECRETARY

MURIEL BOWSER  
MAYOR

MAY 21 2019

The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue NW, Suite 504  
Washington, DC 20004

Dear Chairman Mendelson:

In accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01) and pursuant to section 3 of the District Columbia Election Code of 1955, approved August 12, 1955 (69 Stat. 699; D.C. Official Code § 1-1001.03), I am pleased to nominate the following person:

Ms. Karyn Greenfield  
1378 Sheridan Street NW  
Washington, DC 20011  
(Ward 4)

for appointment as a member of the District of Columbia Board of Elections, replacing Dionna Marie Lewis, for a term to end July 7, 2022.

Enclosed, you will find biographical information detailing the experience of the above mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser".

Muriel Bowser



Chairman Phil Mendelson  
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

Chairman Phil Mendelson, at the request of the Mayor, introduced the following resolution,  
which was referred to the Committee on \_\_\_\_\_

To confirm the appointment of Ms. Karyn Greenfield as a member of the District of Columbia  
Board of Elections.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this  
resolution may be cited as the "District of Columbia Board of Elections Karyn Greenfield  
Confirmation Resolution of 2019".

Sec. 2. The Council of the District of Columbia confirms the appointment of:


Ms. Karyn Greenfield  
1378 Sheridan Street NW  
Washington, DC 20011  
(Ward 4)

as a member of the District of Columbia Board of Elections, established by section 3 of the  
District Columbia Election Code of 1955, approved August 12, 1955 (69 Stat. 699; D.C. Official  
Code § 1-1001.03), replacing Dionna Marie Lewis, for a term to end July 7, 2022.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution,  
upon its adoption, to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

*Karyn Allison Greenfield*



**SUMMARY OF EXPERIENCE:**

Highly respected executive with over thirty (30) years' experience in the field of federal government, state and local, commercial, and international contracts and procurement. Solid business background with an extensive knowledge of procurement law and regulations, including the principles of contract formation and interpretation, cost estimating and pricing, procurement and subcontract administration. Experience in working with international contracting, export control laws and process, special security agreements. Expertise in building and directly managing large, complex contracts, pricing and procurement organizations.

**PROFESSIONAL EXPERIENCE:**

**NORTHROP GRUMMAN**

**4/2012 - Present**

**Director, Contracts**

*Lead the Contracts function for a \$2B division in Northrop Grumman's Technology Services Sector, focusing on global logistics support, sustainment, operations and modernization for air, sea and ground systems and weapon system components*

- Lead an organization of over 60 employees in all aspects of cradle-to-grave contracts functions, to include new business and proposal support.
- Lead the Contracts function and responsibility U.S. Government, commercial, and international contracting
- Part of the Division leadership team formulating and implementing the strategy development and negotiations of NG's role in weapon system and component logistics, sustainment and modernization solutions.

**COMPETITIVE ANALYTICS GROUP**

**1/2012 – 3/2012**

**Principal Consultant**

*Provided consulting expertise and advice in the areas of contracts, procurement, pricing, proposal support (to include cost volume development and management, and price strategy), and related business systems and policies/procedures/processes.*

**COBHAM DEFENSE SYSTEMS, INC.**

**3/2011 – 12/2011**

**Vice President, Contracts**

*Supported Cobham Defense Systems, one of three divisions of Cobham plc, a \$3 Billion international company engaged in the development, delivery and support of leading edge aerospace and defense technology and systems.*

- Functioned as the legal, contracts and export compliance lead for a \$1B division providing products and services in the US Government, commercial and international arenas.
- Led the process for the assessment and approval of sales advisors, which increased the number of advisors approved by corporate.
- Started project to validate current, or establish new, enterprise-wide agreements to help bring efficiency to the sales order and contracts processes.
- Worked with in-country legal counsel on international contracts and consulting agreements

**SELF-EMPLOYED****7/2010 – 3/2011****Consultant, Government Contracts and Procurement**

*Provided consulting expertise and advice in the areas of contracts, subcontracts, procurement, pricing, and proposal support to include cost volume development and management, and price strategy.*

**BAE SYSTEMS, INC. (Arlington and Reston, VA)****4/2006 – 7/2010****Vice President, Contracts & Procurement****1/2009 – 7/2010**

*As the result of a consolidation of operating groups, supported a newly formed \$1.7B line of business within BAE Systems, Inc. that provided information technology, intelligence and security solutions primarily to the federal government.*

- Managed an organization of over 130 employees in all aspects of cradle-to-grave contracts, pricing, procurement and subcontract functions, to include new business and proposal support, and government property.
- Directed the integration of two unique corporate cultures, including the consolidation and rationalization of all systems, tools, policies, procedures, and processes.
- Restructured procurement organization, including revision of all policies and procedures, into a more cohesive functioning team.
- Successfully passed first-time key Contractor Purchasing System Review audit, with no findings.
- Implemented various key process changes resulting in increased performance, especially in the new business arena.
- Ensured full staff knowledge and compliance with all aspects of international contracting, export control, including understanding of special security agreement.

**Vice President, Contracts, Pricing, Procurement & Facilities****7/2007 – 12/2008**

*Supported Customer Solutions, a \$4.5B operating group within BAE Systems, Inc.*

- Promoted to senior executive team and lead Contracts position in July 2007.
- Provided leadership and expertise in the areas of contracts, pricing, procurement and facilities across the group. Responsible for developing OG-wide functional excellence in these areas, as well as the oversight and management of all employees and activities related to these functions.
- Developed and implemented a comprehensive contracts and subcontracts database.
- Brought University of Virginia's Masters Certificate in Contracts and Procurement program in-house to employees.
- Led Contracts function in merger and acquisition activities, with a focus on OCI issues.

**Vice President, New Business Pricing & Contracts****4/2006 – 7/2007**

*Supported Customer Solutions, a \$3B operating group within BAE Systems, Inc., providing services, to include enterprise information technology, mission support, and readiness and sustainment primarily to the federal government.*

- Responsible for providing leadership and expertise in the areas of pricing and contracts for all strategic new business across the operating group.
- Collaborated with business development and capture teams in developing and reviewing pricing strategies, and in the development of cost/price proposals.
- Worked with capture managers to successfully promote a focus on “price-to-win”, to include establishing price-to-win targets and scenarios, and engagement of price-to-win consultants.
- In addition, for a period of eight months until the position was permanently filled, acted as the Vice President, Contracts, Pricing & Procurement for a \$1.5B business unit, responsible for the management, development, and oversight of all employees and activities related to these functions. In such period, kicked off consolidation of policies, procedures, and processes within a dispersed organization.

**Northrop Grumman Information Technology, Inc. (Falls Church, VA)**

**2/1997 – 3/2006**

**Business Unit Director, Strategic Business and Compliance**

**8/2005 - 4/2006**

*Supported business unit focused on civilian agencies and health care IT (defense and civilian)*

- Provided leadership and expertise in capturing new business as well as managing pricing, export management, contracts and procurement/subcontracts compliance in \$1.2B business unit.
- Transitioned to this position to more effectively address the Civil Federal marketplace, compete for new business, and streamline operations.
- Involved in all aspects of strategic proposals, from initial pursuit decision to proposal preparation to award, leading development and preparation of cost and contract volumes.
- Successfully led negotiations on company's largest information technology contract, a \$2B state IT contract.

**Vice President/Business Unit Director of Contracts, Pricing, & Procurement**

**6/2001 - 8/2005**

*Supported business unit focused on civilian agencies and health care IT (defense and civilian), that grew from \$300M to \$1.2B from 2001 to 2004.*

- Managed over 100 employees in all aspects of cradle-to-grave contract administration, new business and proposal support, subcontracts and purchasing, cost estimating and pricing.
- Built a successful pricing organization, enabling the centralization of pricing for all new business proposals, and the submission of over 1,000 proposals.
- Guided the Procurement Department through a successful approval of the Purchasing System in 2001, as well as re-vamped procurement policies and procedures, turning Procurement into a better-trained and integrated department.
- Established an export control process and capability within the business unit.
- Handled all Organizational Conflict of Interest issues and coordination for the business unit.

**Director of Contracts (formerly Logicon Syscon, Inc.)**

**1/1999 – 6/2001**

*Supported \$300M subsidiary that provided information technology and engineering services to the federal government.*

- Responsible for the cradle-to-grave leadership, management and administration of contracts, pricing, procurement and subcontract, and export control functions.
- Ensured that all personnel operated in accordance with company policies, and that all contract, pricing and procurement issues were handled in an expeditious and professional manner.
- Managed export control function within line of business, ensuring understanding and compliance.

**Senior Contract Manager/Counsel (formerly Logicon Syscon, Inc.)**

**2/1997 – 1/1999**

*Supported \$300M subsidiary that provided information technology and engineering services to the federal government.*

- Acted as deputy to Vice President for Contracts and Legal.
- Primary areas of work included new business coordination and marketing support; conflict of interest issues and coordination; software licensing; export licensing; GSA ADP Schedule coordination; consulting agreement coordination and justification; export licensing and control; and legal research, support, and advice, as-needed, on complex contractual and legal issues that may arise.

**Previous Positions Held:**

**Counsel - Federal Contracts, Electronic Data Systems Corporation, 12/1986 – 2/1997**

**Contracts Attorney and Facilities Manager, Systems and Applied Sciences Corporation, 1/1984 - 12/1986**

**EDUCATIONAL BACKGROUND:**

Juris Doctor, Duke University School of Law, Durham, N. C., May 1983.

Bachelor of Science, Management Sciences and Accounting, Duke University, Durham, N. C., May 1980.

**PROFESSIONAL ASSOCIATIONS:**

D. C. Bar (Elected Member, Government Contracts & Litigation Steering Committee), National Bar Association, American Bar Association, International Association for Contract and Commercial Management, National Contract Management Association (Member, Executive Advisory Council).

**CLEARANCES:** Top Secret.





Executive Office of the Mayor - Office of Talent and Appointments  
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

## Karyn Greenfield



Karyn Greenfield is the Director of Contracts for the Global Logistics and Modernization Division of the Northrop Grumman Technology Services Sector.

Ms. Greenfield has over thirty years of experience in the field of US government, state and local, commercial and international contracting and subcontracting, procurement, and pricing. Over this period, Ms. Greenfield has served in a number of leadership positions in contracts, pricing and procurement subcontracts at Northrop Grumman, Cobham Defense Systems, BAE Systems, and Electronic Data Systems. She has been a member of the National Contract Management Association for over 25 years, including serving two terms as a member of the NCMA Board of Advisors. Ms. Greenfield has been a member of the District of Columbia Bar since 1983, serving on the Government Contracts and Litigation Steering Committee from 2001-2009. She has served as Secretary, Vice-Chair, and Chair of the Providence Hospital Health Foundation Board. She resides in Washington, D.C.

A Ward 4 resident, Ms. Greenfield received a Bachelor of Science in Management Sciences and Accounting from Duke University and a Juris Doctor from Duke University School of Law.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

**To:** Alana Intrieri, Steve Walker  
**From:** Betsy Cavendish  
**Date:** May 9, 2019  
**Subject:** Legal sufficiency review of Resolution nominating Karyn Greenfield as a member to the Board of Elections

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**This is to Certify** that this office has reviewed the above-referenced legislation and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call me at 202-724-7681.

A handwritten signature in black ink that reads 'Elizabeth A. Cavendish'. The signature is written in a cursive style.

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Elizabeth Cavendish