

Leonel Miranda

Role

Consultant

Responsibilities

- *Senior manager and administrative officer for management & business development company*
- *Heads up firm's consulting efforts dedicated to improving client companies' infrastructures, operational processes, and technical & administrative systems to facilitate their ability to meet the requirements of larger contracts.*
- *Serves as a key member of team charged with matching & referring client companies to government and private-sector organizations seeking to award contracts through minority and small business programs.*

Years with Firm: 4 Years

With Other Firms: 25 Years

Education

Bachelor of Arts Degree in Latin American Studies Arizona State University 1961

Professional Registrations

Graduate: Senior Federal Executive Institute

Leadership Qualities

- **Solid foundation in ORGANIZATIONAL DEVELOPMENT**—adept at analyzing existing operations & systems, defining achievable goals, and developing procedures, internal controls, policies, and training programs to advance immediate and long-range organizational objectives
- **Expertise in HUMAN RESOURCES DEVELOPMENT & LABOR RELATIONS** includes broad-based knowledge and demonstrated abilities in assessing staffing needs, documenting job descriptions, recruiting & developing key management personnel, creating employee communications, and managing employee relations; capacity to organize, direct and motivate employees at all levels
- **Comprehensive FISCAL MANAGEMENT experience**—maximizes financial viability through efficient & cost-conscious budget planning and administration, financial analysis, and prudent management of resources, labor costs and other expenditures

Relevant Project Experience

- **25+ years of successful work history in the development, administration, tracking and auditing of a diverse range of innovative U.S. Government SMALL BUSINESS PROGRAMS**—*specific expertise as a small business advocate specializing in the recruitment, coaching and advisement of small, disadvantaged & minority-owned enterprises for participation in government projects and programs*
- **Highly skilled SMALL BUSINESS MANAGEMENT CONSULTANT**—demonstrated ability to effectively teach business owners & key managers all aspects of strategic planning day-to-day oversight of business activities, budget framing & administration, marketing, inventory & loss controls, delivery of services & products, quality assurance, customer service, and proper methodologies & protocols for responding to government RFP's
- **Extensive PROCUREMENT experience**—capacity to research and evaluate product & service options, negotiate contract terms, and manage logistics & supplier relations—detail-oriented & highly resourceful individual with a solid working knowledge of COST ACCOUNTING and U.S. GOVERNMENT AUDITING standards
- **Accomplished PUBLIC SPEAKER, ORGANIZER & LIAISON** with a proven ability to address, coordinate and/or lobby a diverse range of public & private organizations, including trade associations, small business groups, federal agencies, local government entities, legislators, community groups and the media

Leonel Miranda, Consultant

PROFESSIONAL EXPERIENCE

WOLF MANAGEMENT GROUP / Albuquerque, New Mexico

Partner [5/00-Present]

Serves as senior manager and administrative officer for management and business development company providing specialized consulting services to minority-owned, technical-based small businesses. Heads up firm's consulting efforts dedicated to improving client companies' infrastructures, operational processes, and technical & administrative systems to facilitate their ability to meet the requirements of larger contracts. Serves as a key member of team charged with matching & referring client companies to government and private-sector organizations seeking to award contracts through minority and small business programs. Key government clients include the U.S. Department of Energy, the Department of Veterans Affairs, the Department of Defense, and the U.S. Army Corps of Engineers.

- *During first year with company, **played a key role in winning more than \$238 million in contract awards for clients***
- ***Was instrumental in achieving contract awards in 90% of all DOD and DOE procurements sought***
- *Recruited 10 new small-business clients during first two years with company*

SANDIA NATIONAL LABORATORIES (SNL)

Albuquerque, New Mexico [8/94-5/00]

Director of Supplier Relations [1998-2000]

Senior officer in charge of small-business supplier relations at U.S. Department of Energy's national security research and development laboratories under the management of Lockheed Martin. Managed relations with up to 600, mostly New Mexico-based small businesses providing a wide range of technical, engineering, construction, manufacturing, scientific R&D, and support services. Planned, directed and supervised the work activities of 11 Procurement Analysts and one mid-level manager. Advised & assisted Small Businesses (SB) and Small Disadvantaged Businesses (SDB)—including minority and women-owned enterprises—in the processing of SB Set-Aside applications and in preparing for SNL quality review and certification processes. Also participated in and contributed to various community initiatives and activities which served to benefit the SB/SDB community. Directly responsible for managing SB/SDB programs resulting in up to \$326.4 million in small and small disadvantaged contract awards annually.

- ***Increased the total amount of procurement dollars awarded to SB suppliers to an annual average of \$329 million over a six year period***
- ***Significantly increased the number of SB/SDB suppliers that passed the SNL review and certification process***
- ***Effectively improved quality scores for first-time SB/SDB suppliers going through the review/certification program***
- ***Considerably increased the number of SB/SDB suppliers who qualify under other clients' quality review/certification programs***
- ***Handpicked by SNL President to head up Special Procurement Task force** charged with reviewing procurement policies & procedures and making change recommendations geared toward improving the fairness of procurement practices and the streamlining of operations*
- ***Recruited by the Associate Director of Business Administration & Outreach at Los Alamos National Laboratories (LANL) to perform an assessment of the lab's Small Business and Procurement Offices***
- ***Enlisted by U.S. Secretary of Energy to provide consultation services in order to strengthen DOE's small business program—only non-DOE employee invited to serve on committee***

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PROFESSIONAL EXPERIENCE (Continued)

SANDIA NATIONAL LABORATORIES (Continued)

- **Facilitated the implementation of SNL's Supplier Advisory Council (SCAC)** charged with obtaining supplier feedback and making recommendations to Sandia Procurement regarding policies, procedures, and practices that impact the supplier community (council is comprised of community leaders, local suppliers, the SNL Procurement staff, and the CFO of SNL)
- **Founded the Sandia Business Partners Program** created to foster the partnering of SNL contracting representatives (buyers) and managers with business development organizations such as the Albuquerque Hispano Chamber of Commerce (AHCC), the Rio Grande Minority Purchasing Council (RGMPC), and the Women's Economic Self-Sufficiency Team (WESST) in order to sponsor & conduct forums, workshops, individual supplier orientations, and trade fair presentations designed to market SB products to SNL
- Played a major role in efforts leading to SNL's receipt of the Small Business Administration's annual **Dwight D. Eisenhower Award for excelling in the utilization of small businesses** as suppliers and subcontractors [2000]

Associate Director of Procurement [1994-1998]

OFFICE OF ECONOMIC IMPACT & SUPPLIER RELATIONS

Supported Director of Procurement in the office of the Vice President/CFO of Business Management charged with fiscal oversight of all SNL federal contracts totaling up to \$991 million annually. Supervised 11 Procurement Analysts and one mid-level manager. Directly responsible for administering and monitoring small business advocacy programs, supplier quality programs, and business community relations.

- **From 1994 to 1997, effectively increased small business participation in SNL procurements from 49.6% to 62.3% of the total socioeconomic procurement budget**
- **From 1994 to 1997, more than doubled small minority business participation in SNL socioeconomic procurements (10% to 23.1%)**
- **From 1994 to 1997, increased participation of small women-owned businesses from 7.5% to 10.8% of entire socioeconomic budget**

U.S. DEPARTMENT OF ENERGY / Washington, D.C.

Director, Office of Small & Disadvantaged Business Utilization

[1987-1994]

Senior manager responsible for planning, directing, implementing and evaluating department's multifaceted minority and small business program activities nationwide. Worked in close association with all DOE program and support offices in promoting & advocating small business participation in DOE projects. Recruited small and disadvantaged businesses and advised companies' owners and/or senior officers in the requirements and protocols for bidding on and participating in DOE projects. Managed & supervised the work activities of 13 Procurement Analysts and had oversight responsibility for the administration of socioeconomic procurement programs at more than 25 field offices. Directed & managed departmental program that awarded up to \$3.3 billion to small and disadvantaged businesses each year.

- **Recognized for successfully integrating a cohesive, diversified subcontractor workforce into DOE programs and projects while simultaneously increasing quality and productivity**

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PROFESSIONAL EXPERIENCE (Continued)

U.S. DEPARTMENT OF VETERANS AFFAIRS / Washington, D.C.
Director, Office of Small & Disadvantaged Business Utilization
[1983-1987]

Planned, developed, issued and provided overall direction of policies and programs to govern VA acquisition actions for entire department (nationwide). Studied, analyzed and resolved complex policy issues associated with the conducting of socioeconomic acquisition activities.

- *Effectively increased VA's small business awards by 27% over four years*
- *Established new status category and contracting policy for Vietnam Era Veterans to elicit & encourage their participation in socioeconomic programs*
- *Developed & implemented procurement policy to apply the standards of the Brooks Act to 8(a) firms*

PROFESSIONAL AFFILIATIONS

- Past National Vice President: *League of United Latin American Citizens*
- Past member Board of Directors: *National SER - Jobs for Progress, Inc.*
- Past member Board of Directors: *Albuquerque Hispano Chamber of Commerce*
- Past member Board of Directors: *Rio Grande Minority Purchasing Council*
- Past member Board of Directors: *Anderson School of Management Foundation*
- Past advisor to Board of Directors: *New Mexico 8(a) Association*
- Past advisor to Board of Directors: *Latin American Management Association*
- Member: *Senior Executive Association*

SELECTED HONORS & AWARDS

- Aztec Award: *Mexican American Opportunity Foundation*
- Community Leadership Award: *League of United Latin American Citizens*
- National Award: *Hispanic American Construction Industry*
- Special Emphasis Award: *Secretary of Energy*
- Avanzando Award: *Hispanic Magazine*
- Small Business Advocate Award: *Latin American Management Association*