

Desmond Rahman

📞 (614) 555-2847 ✉️ desmond.rahman@example.com 💼 linkedin.com/example/desmondrahman 📍 Columbus, OH 43215

SUMMARY

Procurement and contracts manager with six years of experience leading public sector purchasing, professional services contracting, and architectural and engineering consultant selections. Develops clear **Expressions of Interest** and **Requests for Proposals** by translating technical project needs into scopes, budgets, staffing expectations, administration requirements, and defensible **evaluation criteria**. Coordinates **pre proposal conferences**, evaluation committees, negotiations, approvals, awards, contract execution, and post award administration across engineering, finance, legal, executive, and governing body stakeholders. Brings practical experience with eProcurement, procurement advertising, specifications, vendor debriefings, contract monitoring, amendments, policy compliance, and audit ready records. Certified Professional Public Buyer with a Bachelor of Science in Business Administration, prepared to support fair competition, sound public stewardship, and dependable transportation infrastructure procurement.

EXPERIENCE

Procurement Manager, Infrastructure Consulting

July 2024 - Present

Great Lakes Infrastructure Authority

Columbus, OH

Leads regulated architectural and engineering consultant procurement for transportation and public facility capital programs. Owns solicitation strategy, evaluation governance, approval routing, contract execution, and post award administration while connecting technical teams with finance, legal, executives, and governing bodies.

- Converted engineering requirements into sourcing strategies, improving clarity across consultant procurement packages.
- Developed **EOI** and **RFP** packages covering scope, budget, staffing, administration, and evaluation criteria.
- Chaired **pre proposal conferences**, clarifying regulations, requirements, submissions, and evaluation procedures for consulting firms.
- Guided **evaluation** committees through scoring, interviews, negotiations, awards, and **vendor debriefings** with complete records.
- Coordinated legal, finance, executive, and governing body approvals before **contract execution** and award.
- Monitored consultant performance, amendments, deliverables, compliance questions, milestones, and eProcurement records after award.

Senior Procurement Specialist, Public Infrastructure

January 2022 - June 2024

Midwest Public Works Commission

Dayton, OH

Managed competitive solicitations and professional services contracts across public infrastructure programs. Built transparent procurement schedules, supported evaluation panels, negotiated commercial terms, and maintained contract visibility through award, administration, renewal, and supplier issue resolution.

- Managed engineering, design, construction support, and professional services solicitations across infrastructure projects.
- Built advertising packages, specifications, schedules, evaluation plans, and bidder communications supporting open competition.
- Facilitated evaluation panels, documented consensus decisions, completed reference checks, and prepared award recommendations.
- Negotiated fees, staffing plans, scope terms, and administrative provisions with selected professional services firms.
- Conducted **vendor debriefings** using documented records, established procedures, and consistent treatment of participating firms.
- Tracked performance, amendments, renewals, and supplier issues through **eProcurement** records for program visibility.

Contract Specialist, Public Contracting

October 2020 - December 2021

CivicSource Contracting Services

Cincinnati, OH

Supported public and private contracting engagements through solicitation preparation, proposal administration, negotiation documentation, contract routing, and records management. Strengthened procurement consistency by improving templates, checklists, communications, and eProcurement data for active agreements.

- Prepared **solicitation** documents, distributed specifications, and maintained vendor communications for contracting engagements.
- Reviewed proposal completeness and assembled evaluation materials against published selection criteria for committees.
- Prepared **negotiation** summaries, exhibits, routing packages, and execution records for professional services agreements.
- Maintained eProcurement records, improving retrieval of approvals, correspondence, insurance, amendments, and performance documents.
- Coordinated bidder questions, conference logistics, evaluation schedules, and debriefing materials across competing vendors.
- Updated templates and checklists after analyzing contract administration issues, strengthening policy consistency.

PROJECTS

Transportation Consultant Selection Program 📅 2024

Built a repeatable consultant selection framework for transportation capital work, linking project scope, evaluation criteria, committee review, approvals, and contract administration.

Public Services Solicitation Controls 📅 2023

Refined solicitation schedules, specifications, vendor communications, and contract tracking practices, giving infrastructure teams clearer records and steadier procurement decisions.

LEADERSHIP & AWARDS

- Certified Professional Public Buyer recognition, 2023
- Public Procurement Peer Mentoring Circle, Volunteer Mentor, 2024 - Present
- Regional Contracting Practices Forum, Program Committee Member, 2023 - Present

EDUCATION

Bachelor of Science in Business Administration
University of Cincinnati GPA: 3.5
Coursework: Public procurement, contract law, business finance, operations management

2020
Cincinnati, OH

CERTIFICATIONS

- Certified Professional Public Buyer 📅 2023
- Ohio Driver License 📅 2023

TECHNICAL SKILLS

- **Solicitation Documents:** Expressions of Interest, Requests for Proposals, specifications
- **Procurement Methods:** Competitive procurement, sealed proposals, service preference contracts
- **Evaluation Processes:** Evaluation committees, weighted criteria, proposal scoring
- **Contract Administration:** Contract execution, amendments, renewals
- **Negotiation Practices:** Fee negotiation, staffing plans, commercial terms
- **eProcurement Systems:** eProcurement records, solicitation tracking, contract tracking
- **Public Procurement Rules:** Public procurement laws, procurement policies, approval guidelines
- **Consultant Services:** Architectural services, engineering services, professional services
- **Stakeholder Reviews:** Legal review, finance review, executive review
- **Vendor Relations:** Pre proposal conferences, vendor debriefings, bidder communications
- **Compliance Records:** Audit records, insurance records, performance documentation
- **Transportation Programs:** Transportation infrastructure, public facilities, capital programs

SKILLS

- | | | | |
|--------------------------|---------------------------|-------------------------|-----------------------|
| • Public procurement | • Scope of work | • Contract awards | • Contract monitoring |
| • Consultant procurement | • Evaluation criteria | • Vendor debriefings | • Project budgets |
| • EOI development | • Procurement regulations | • Evaluation committees | • Policy compliance |
| • RFP development | • Contract negotiation | • eProcurement | |

PROFESSIONAL AFFILIATIONS

- Public Procurement Peer Mentoring Circle, Volunteer Mentor
- Regional Contracting Practices Forum, Program Committee Member

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST