

Desmond Rahman

Procurement Manager, Public Sector Contracts

📞 (614) 555-2847 ✉️ desmond.rahman@example.com

🌐 linkedin.com/example/desmondrahman 📍 Columbus, OH 43215

STRENGTHS

- ♥️ **Solicitation Design**
Turns technical project needs into clear EOI and RFP packages. Teams gained cleaner scopes and easier review.
- 👥 **Committee Facilitation**
Guides evaluation panels through fair scoring and consensus. Colleagues value calm structure when proposals become difficult.
- 🗣️ **Negotiation Judgment**
Balances fees, staffing, scope, and budget during professional services talks. Firms received clear terms and project teams gained confidence.
- ✅ **Approval Coordination**
Keeps legal, finance, executive, and governing body reviews moving. A careful routing habit prevented avoidable execution delays.
- 📋 **Contract Stewardship**
Tracks amendments, deliverables, compliance questions, and milestones after award. Program managers had timely visibility into obligations.

SKILLS

Public procurement
Consultant procurement
EOI development
RFP development Scope of work
Evaluation criteria
Procurement regulations
Contract negotiation
Contract awards
Vendor debriefings
Evaluation committees

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

Great Lakes Infrastructure Authority 📅 July 2024 - Present 📍 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

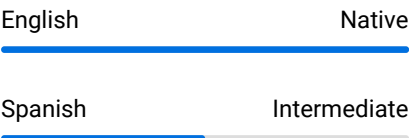
Midwest Public Works Commission 📅 January 2022 - June 2024 📍 Dayton, OH

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.

eProcurement Contract monitoring
Project budgets Policy compliance

LANGUAGES



MY CAREER



- Procurement Manager, Infrastructure Consulting at Great Lakes Infrastructure Authority (2.2 Years)
- Senior Procurement Specialist, Public Infrastructure at Midwest Public Works Commission (2.4 Years)
- Contract Specialist, Public Contracting at CivicSource Contracting Services (1.2 Years)

Contract Specialist, Public Contracting

CivicSource Contracting Services 📅 October 2020 - December 2021 📍 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 📅 2020 📍 Cincinnati, OH
Coursework: Public procurement, contract law, business finance, operations management

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

PROFESSIONAL AFFILIATIONS

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST