



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 7

List View

General Information

Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 871146

Procurement Type: Central Master Agreement

Vendor ID: VS0000020195

Legal Name: SMART IT PROS INC

Alias/DBA:

Total Bid: \$282,880.00

Response Date: 05/05/2021

Response Time: 10:27

Responded By User ID: smartitpros

First Name: David

Last Name: Thomas

Email: dave.thomas@smartitprc

Phone: 7342381553

SO Doc Code: CRFQ

SO Dept: 0606

SO Doc ID: HSE2100000007

Published Date: 4/28/21

Close Date: 5/5/21

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No. 1 - Disaster Closeout Specialist and Manager

Total of Header Attachments: 7

Total of All Attachments: 7

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Services #1 - Closeout Specialists - qty 5	2080.0000	HOUR	64.000000	133120.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments:

Extended Description:

4.1.2 Contract Services #1 - Closeout Specialists - qty 5
4.1.2.1 Vendor must provide a minimum quantity of five (5) Disaster Closeout Specialists for an estimated 1,040 hours for each specialist for an estimated total of 5,200 hours .
For a list of the following responsibilities see attached specifications.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Services #2 - Closeout Manager - qty 1	2080.0000	HOUR	72.000000	149760.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments:

Extended Description:

4.1.3 Contract Services #2 - Closeout Manager - qty 1
4.1.3.1 Vendor must provide a minimum quantity of one (1) Disaster Closeout Manager for an estimated 1,040 hours.
For a list of the following responsibilities see attached specifications.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote

Proc Folder: 871146			Reason for Modification:
Doc Description: Disaster Closeout Specialist and Manager			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-04-21	2021-05-05 13:30	CRFQ 0606 HSE2100000007	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VS0000020195
Vendor Name : SMART IT PROS, INC.
Address : 900 W University Dr, Suite B-6
Street :
City : Rochester
State : MI **Country :** USA **Zip :** 48307
Principal Contact : David Thomas
Vendor Contact Phone: (734) 238-1553 **Extension:**

FOR INFORMATION CONTACT THE BUYER

David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X *David Thomas* **FEIN#** 36-4746476 **DATE** 05/05/2021

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Emergency Management Division (WVEMD) to establish a contract to provide staffing services. This contract shall cover the following position classifications:

1.1.Closeout Specialist - minimum quantity of 5

1.2.Closeout Manager - minimum quantity of 1

The positions listed are to provide assistance with preparing and submitting Disaster Closeout Documentation to Federal Emergency Management Agency (FEMA) and other tasks as defined by WVEMD on its Delivery Order for services. The requested services will be for the work in the metro Charleston, WV, area during the life of the contract. WVEMD may request services be provided in the entire State of West Virginia. Per attached specification.

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US		DIVISION OF EMERGENCY MANAGEMENT 2403 FAIRLAWN AVENUE DUNBAR WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Services #1 - Closeout Specialists - qty 5	2080.00000	HOUR	\$64.00	\$133,120.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:

4.1.2 Contract Services #1 - Closeout Specialists - qty 5

4.1.2.1 Vendor must provide a minimum quantity of five (5) Disaster Closeout Specialists for an estimated 1,040 hours for each specialist for an estimated total of 5,200 hours .

For a list of the following responsibilities see attached specifications.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Services #2 - Closeout Manager - qty 1	2080.00000	HOUR	\$72.00	\$149,760.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:

4.1.3 Contract Services #2 - Closeout Manager - qty 1

4.1.3.1 Vendor must provide a minimum quantity of one (1) Disaster Closeout Manager for an estimated 1,040 hours.

For a list of the following responsibilities see attached specifications.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical questions due by 2:00 pm	2021-04-27

	Document Phase	Document Description	Page
HSE210000007	Final	Disaster Closeout Specialist and Manager	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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 Purchasing Division
 2019 Washington Street East
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**State of West Virginia
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Proc Type: Central Master Agreement	

Date Issued	Solicitation Closes	Solicitation No	Version
2021-04-28	2021-05-05 13:30	CRFQ 0606 HSE2100000007	2

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Vendor Signature X *David Thomas*

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DATE 05/05/2021

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ADDITIONAL INFORMATION

Addendum No. 1

To address and answer vendor questions.

Bid opening remains the same May 5, 2021 at 1:30 pm

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Extended Description:

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Extended Description:

4.1.3 Contract Services #2 - Closeout Manager - qty 1

4.1.3.1 Vendor must provide a minimum quantity of one (1) Disaster Closeout Manager for an estimated 1,040 hours.

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Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:

4.1.3 Contract Services #2 - Closeout Manager - qty 1

4.1.3.1 Vendor must provide a minimum quantity of one (1) Disaster Closeout Manager for an estimated 1,040 hours.

For a list of the following responsibilities see attached specifications.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical questions due by 2:00 pm	2021-04-27

SOLICITATION NUMBER: CRFQ HSE2100000007

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ HSE2100000007 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Additional Documentation:

1. To respond vendor questions that are attached.
2. Bid opening remains on 05/05/2021 at 1:30pm

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Addendum No.1 Questions for CRFQ HSE21*07

- Q1. Are the Closeout Manager & Specialists required to work onsite, or at the vendors office?
- A1. The Closeout Manager and Closeout Specialists are not required to work onsite every day. If technical assistance is needed to get the documentation, then the vendor will have to travel to the applicant's work site to provide assistance to get the documentation required.
- Q2. Assuming the Closeout Manager & Specialists are to work at the vendor's office, will remote work be allowed?
- A2. The Closeout Manager and Closeout Specialists are not required to work onsite every day. Remote work is permitted as long as the work is progressing at a satisfactory pace. If working remotely slows down the productivity, then onsite work may be required.
- Q3. Does the agency anticipate the amount of travel that may be required?
- A3. We do not have an estimate of the travel required.
- Q4. Will GFE be furnished to the contractors (i.e., agency laptops) for accessibility to the agencies system(s)?
- A4. No equipment will be furnished.
- Q5. Phenom, currently screens and performs general background checks, will a more intensive background check be required? If so, will this be the responsibility of the agency?
- A5. Background checks should be submitted along with your policy and an explanation of how the background check was performed to ensure it will be sufficient.
- Q6. Will a kickoff meeting be required?
- A6. A kickoff meeting will be held virtually.
- Q7. Are resumes required with the submission of this quote?
- A7. Yes, resumes need to be submitted with the bids to verify that each prospective staff member has the required amount of experience in working on FEMA closeouts. Closeout managers and specialists will be expected to have the requisite experience working specifically on FEMA Public Assistance Closeouts that can be verified with their work history.
- Q8. For clarity the requested hours of 1040 are simply a rough estimate but more or less may result from the requirement of the agency?
- A8. The 1,040 hours is a rough estimate. Time is of the essence, so the documentation packets need to complete as soon as possible. The goal is a large influx of closeout packages to send to FEMA in a short amount of time.
- Q9. In relation to question 8, will a noticed be sent to the vendor company communicating more, or less hours are/will be required?
- A9. If additional hours are required, then the vendor will be contacted.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ HSE210000007

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Willie Earl Stephenson

Summary of Qualifications:

- Serving as a Public Assistance Grant Manager for a multi-million dollar infrastructure grant program.
- Accomplished professional with over 15 years of comprehensive management experience. Dynamic Operations Leader with proven expertise in driving revenues, controlling costs and maximizing profits in a variety of industries. Exceptional ability to build and lead teams to achieve company objectives.
- Strong ability to identify critical paths and develop effective strategies to complete tasks and maximize productivity. Provide financial assistance to State or Local government for repairs, restoration, reconstruction, or replacement of a public facility destroyed or damaged by a major disaster.
- Managed, owned and operated a commercial construction company to become one of the top performing companies in New Jersey, earning the 2004 SBA Success Award. Proficiency with all MS Office applications.
- Prioritizing work and managing deadlines, performing federal grant closeout.
- Budget Planning & Administration Quality Control Policy Adviser Strategic Planning Client Service Safety Compliance Recovery Response & Support Functions.

Education & Certifications:

- BS, Business Administration (Management), New Jersey City University - Jersey City, NJ
- Certificate, Entrepreneurial Course – Residential Coast Construction
- Project Management Professional (PMP) Certified - Currently Renewing
- Public Assistance Program Field Operation

Professional Experience:

Department of Homeland Security (DHS)

April 2011 – Present

Project Manager, Federal Emergency Management Agency (FEMA)

Work directly FEMA's Office of External Affairs (EA) is responsible for communicating information to the whole community that will help the public understand how to protect property, mitigate disaster impacts, and successfully recover from the disaster. Help coordinate public meetings so local municipalities know how to related to the disaster based on FEMA laws, policies, and state regulations.

- Monitor staffs schedules and require staff training as they conduct site visits and confirm that the damages were caused by disaster and identify what specific hazard caused the damages.
- Oversee the work activity and production of assign staff as they conduct site visits, prepare detailed sketches of observations for large projects to determine the scope of damages and repairs. Resolving issues relating to eligibility and responding to matters in dispute.
- Assess damages by collecting project information throughout the state to reimburse millions of dollars of federal grant funds back to municipalities. Auditing invoices, labor records, receipts, forced account records, cost estimating format. Identify mitigation opportunities and monitor repairs for structural improvements to public facilities, roads, bridges, cars, and infrastructure projects.
- Review project worksheets that documents the Damage Description, Dimension, Scope of work, Cost estimate, unit prices, and special consideration issues for grant approval.
- Coordinate communication with local municipalities, external stakeholders, State of NJ Office of Emergency Management, Office of Inspector General, other federal agency officials and technical experts to ensure appropriate laws, FEMA policies, guidance, and financial terms are observed.

C.I.N. CONSTRUCTION - Asbury Park, NJ

Mar 2003 – Dec 2010

CEO / President

Organized and directed all facets of a start-up commercial construction company specializing in

educational, institutional, hospitals, sports arenas, office buildings and other commercial structures.

- Oversee and monitor the design of the commercial construction process to ensure projects are completed on time. Delegate authority to supervise and execute day to day operations. Coordinate candidates for vacant positions with the local unions.
- Attend and participate in project meetings regarding multi-million dollar capital improvements to assist in design and construction issues encountered in management of private, union, and public work projects.
- Led company from infancy to achieve the 3rd largest contract for a small business in New Jersey in 2005. SBA / MBE Certification
- Earned the 2004 SBA Success Award for small businesses. Review RFI's, Submittals & Change Orders.
- Provide construction management oversight including client relationship, managing scope, & scheduling. Facilitate and / or coordinate resolutions to questions or other construction issues.
- Developed new business, prepared bids and estimates, managed P&L and budget, ensure that construction projects are completed on time, within budget and to the clients' specifications.
- Managed projects by spot checking the work site as needed to resolve issues monitor expenditure, conduct weekly meeting with management. Track closeout issues.
- Coordinate all environmental and safety aspects in compliance with OSHA, DOT, EPA standards on Capital Infrastructure Projects.

Skills

Communication, verbal & writing, Microsoft office, customer service, problem solving, (15 + years) maintenance, budget, scheduling, outlook, estimating.

Objectives

To obtain gainful employment where my skills, qualifications and experience can be used to better the company as well as myself.

Experience

Gulf Interstate Field Services, Houston, TX

1/2014 to 6/2020

- Construction Manager – actively managed multiple jobs by performing scope of work, site preparation, scheduling of jobs and crews, budgeting, forecasting, organizing plans with contractors and gas company, hiring of inspectors, completing all necessary paperwork before and after job completion.
- Chief Inspector – Ran jobs including but not limited to; wirelines, pressure tests, replacements, and maintenance. Responsible for scoping jobs, scheduling, and all paperwork associated.
- Welding Inspector – observed welders ensuring that regulations were followed and all work was done to gas companies specifications

Elk Energy Services, Elkview, WV

05/2013 to 12/2013

- Welding Inspector multiple projects including but not limited to: wirelines, pressure tests, replacements, and maintenance.

Quality Integrated Services, Guymon, OK

10/2011 to 05/2013

- Welding Inspector on multiple projects for various gas companies which included new lay, maintenance, and testing.

Education

Roane County High School, Spencer WV, Diploma Graduated in May 1994

Mark P. Mahoney

Objective: Seeking a challenging career that utilizes my extensive experience and sales knowledge. By which my conversational skills and leadership abilities will help fulfill my desire to succeed .

Summary of Qualifications:

- Well established Sales skills and techniques
- Results Oriented, aggressive motivated self starter
- Excellent written and oral communication skills

Experience:

Sept 2015 to Present

**Concentrix
Settlement and Closing Specialist – Class Action Lawsuits**

Duties include:

- Setting appointments, Reviewing Contracts and Verifying Settlement Agreements and making sure all Parties are in Compliance.
- Meeting with Customers, Awarding Restitution and handling Settlement Checks and overseeing all aspects in Closing and finalizing Agreements for both Parties.

Experience:

Aug 2012 to Aug 2015

**Autometrix,Inc
National/Regional Sales Manager – CNC Machines Sales**

Duties include:

Sales of CNC Machines

Building and Retaining Current and New Customer

Product Knowledge, Demoing Machines, Preparing Proposal/Pricing

Feb 2004 to
June 2012

Freightliner LLC - Valley Freightliner Trucks of Cleveland, Cleveland, OH

Freightliner Sales Representative - Medium Duty Specialist, Fleet and Vocational Accounts

- Specialize in Vocational and Major Utility Fleet Accounts
 - Prepared submitted on-line bids for fleet, city, and state bids
 - Designed and Engineered New Truck specifications to meet individual customer needs for specialized applications
 - Responsibilities include: Showroom/Floor Sales, as well as multi-county sales territory □
Developed sales leads
 - Vendors relations including Body Companies, Engine, and Transmission manufacturers
- 5-time Leland James Sales Achievement Award Winner:
Executive Award - reaching 100% Yearly Sales Quota
Presidential Award - Highest Regional Sales
- Certifications: Master's and Bachelor's Degrees from Freightliner Sales Center
Cummins, Caterpillar, Detroit Diesel/Mercedes Benz, Allison Transmissions,

Jan 2000
to Sept 2003

City of Cleveland Municipal Courts

Housing Court Deputy Bailiff

- Deputy Bailiff: extensive experience in Criminal and Civil Court procedures, Courtroom Security
- Field Bailiff: Supervising Evictions, Service of Warrants and Subpoenas
- Warrant Unit Bailiff: Service of Arrest Warrants, Prisoner Transport, Recall and scheduling of Court dates

Jan 1998

Emerald Mortgage Company, Strongsville, OH

to Jan 2000

Mortgage Loan Officer

- Develop loan applications by evaluating and verifying client's information and documentation □
Facilitating loan from application, to underwriting, to closing
 - Outstanding customer service skills in regards to internal departments and external clients and vendors
 - Strong analytical, problem-solving and decision making skills
- Excellent time management attention to detail skills **Experience:**

Education:

University of Toledo

Undergraduate Studies, Business Management

Freightliner Sales Center

Sales Associate Training Certification - Annual On-line Recertification

Ohio Peace Officer Training Academy (OPOTA)

Bailiffs Training Course and Firearms Certification,

Private Security Firearms Training Program , ASP Tactical Baton Certification

Skills:

Proficient in: Microsoft Access, Excel, Internet Explorer, Power Point, Word

Wendell Wright

Summary:

Contract & Procurement Administrator

- Highly proficient and organized in contract negotiations, proposal execution, and offers proven success in ensuring adherence to contract terms and conditions, and service level agreements.
- Leads vendor selection/management for a wide-array of products and services while also gathering information to support bid/no bid decisions for short and long-term contracts from commercial and federal government clients.

Select Career Highlights

- Offers a clear understanding and experience in Office of Management and Budget (OMB) Circular Policies, Federal Acquisitions Regulations (FAR), Veterans Affairs Acquisition Regulations (VAAR), Federal Aviation Administration (FAA), United States Agency for International Development (USAID), Department for International Development (DID), Department of Defense (DOD), General Services Administration (GSA), and Government-wide Acquisition Contracts (GWAC) proposal best practices to include: market surveys; Requests for Quote (RFQ), Request for Proposal (RFP), and Request for Information (RFI) responses; bid/no-bid reviews; contract management coordination; proposal development; pricing; and resource coordination.
- Worked, reviewed, and negotiated a high volume of multi-year, large and small-dollar contracts with government, federal, and medical consumer clients to include: Request for proposal analysis, proposal preparation, sales support, contracts negotiation, contract performance and risk analysis, document management, dispute resolution and general troubleshooting, protests, claims, litigation support, invoicing and collection support, contract closeout, and audit support. Also, initiated, negotiated, and executed a wide range of contractual documents to include IDIQ, FFP, T&M, CPFF, CPAF, CPIF, CR, and LOE. Also negotiates and review all agreements to include: Non-Disclosure Agreements, Teaming Agreements, Subcontract Agreements, Consulting Agreements, Lease Agreements, Commercial License Agreements, and Memorandum of Understandings with government clients and subcontractors. Also, highly proficient with all Microsoft Office products to include: Word, Excel, and Power Point; and highly proficient with the use of Deltek, Cost Point, and Contractor Manpower Reporting Application.

Education & Credentials:

- **MA, Procurement & Acquisitions Management**, Webster University
- **BA, Business Studies**, William Carey College
- **AA, Computer Resource Management**, University of Maryland
- Defense Acquisition University: FAR Fundamentals; Government Contracting, Procurement Acquisition Management
- Member of the National Contracts Management Association **2006**
- Member of the Society for International Affairs **2002**
- Active Duty Air Force **01/1981 to 12/1986**
- Air Force National Guard and Reserves **03/1991 to 09/2005**

Experience:

Salient CRGT, Inc

12/2018 to 05/2019

Contracts Lead

- Conducted, analysed, evaluated, and prepared proposals, contract negotiations, contract administration, and customer relations to ensure proper contract acquisition and fulfilment.
- Wrote, reviewed, and edited proposal submissions and contents, including cost proposals and contract terms and conditions.
- Additionally, worked with team members to ensure accurate and complete solutions are integrated into proposal submittals.
- Drove compliance with legal requirements and customer specifications while developing contract language, work statements, and terms/conditions for procurement of specialized materials, equipment, and services.
- Advised management on contractual rights and obligations; maintained historical data/information.
- Worked with capture management and team members to develop contract policies and procedures in support of contract and task order awards.
- Administered, extended, terminated, and negotiated standard and nonstandard contracts.
- Processed specifications, advised management on contractual rights, compiled and analysed relevant contract data, and maintained historical information.

ICF Corporation

05/2018 to 12/2018

Senior Contracts Administrator

- Delivers cradle-to-grave contract administration and proposal support for IDIQ, CP, FFP, LOE, and T&M contracts for federal, state, and local government agencies as well as commercial clients. Analyzes, prepares, reviews, and

negotiates RFP, RFQ, RFI documents and bid proposal submittals, negotiated NDAs, TAs, contracts/subcontract agreements, and MOUs. Wrote, reviewed, and edited proposal submissions and contents, including cost proposals and contract terms and conditions.

- Additionally, work with team members to ensure accurate and complete solutions are integrated into proposal submittals.
- Provides proposal support, contract negotiations, administration, and customer service while ensuring proper compliance to company legal requirements, customer requirements, and pre-existing contract specifications.
- Evaluated cost estimates for materials, equipment service, and production as well as performance requirements and delivery schedules in order to ensure accuracy and completeness.

The MITRE Corporation

10/2015 to 05/2018

Contracts Lead

- Deliver cradle-to-grave for a Non-profit Federal Funded Research Development Center (FFRDC) contracts administration and proposal support for IDIQ, CPFF, and T&M contracts for federal, state, and local government agencies as well as commercial clients.
- Analyze, prepare, review, and negotiate RFP, RFQ, RFI documents and bid proposal submittals, negotiate NDAs, ELAs, & SLAs, contracts and subcontract agreements, and MOUs.
- Write, review, and edit proposal submissions and contents, including cost proposals and contract terms and conditions.
- Additionally, work with team members to ensure accurate and complete solutions are integrated into proposal submittals.
- Provides proposal support, contract negotiations, administration, and customer service while ensuring proper compliance to company legal requirements, customer requirements, and pre-existing contract specifications.
- Evaluate cost estimates for materials, equipment service, and production as well as performance requirements and delivery schedules in order to ensure accuracy and completeness.

Aerotek and Randstad Consulting & Staffing Agencies

12/2012 to 10/2015

Short Term Senior Contracts Consultant

Provided contracts consulting services to Fannie Mae, Parsons Corporation, Institute for Building Technology and Services, Secure Mission Participated and conducted in preparation of solicitation responses for new IDIQ Contracts and other proposal efforts.

- Develops, write, analyze, and edit proposal contents; as well as, worked with team members to ensure accurate and complete solutions are integrated into proposal submittals.
- Managed, coordinated, negotiated and finalized contract modifications for task specific services and products.
- Responsible for contract level pricing modifications, facilitate bid and proposal process for task orders and new contracts, ensure task orders and new contract bids are in compliance with government and federal cost accounting standards and internal accounting policies/procedures, ensure payment of usage loadings (government fees and service centre).
- Create, wrote, and re-wrote Statements of Work (SOW), Statement of Objectives (SOO), Performance Work Statements (PWS), Market Research Reports (MRR), Determinations and Findings (D & F), and Independent Government Cost Estimates (IGCE).
- Analysed, prepared, reviewed, and negotiated NDAs, TAs, contracts/subcontract agreements, and MOUs.

Science Applications International Corporation

04/2008 to 12/2012

Senior Contracts Administrator

- Delivered cradle-to-grave contract administration and proposal support for IDIQ, CP, FFP, LOE, and T&M contracts for federal, state, and local government agencies as well as commercial clients.
- Analysed, prepared, reviewed, and negotiated RFP, RFQ, RFI documents and bid proposal submittals, negotiated NDAs, TAs, contracts/subcontract agreements, and MOUs.
- Wrote, reviewed, and edited proposal submissions and contents, including cost proposals and contract terms and conditions.
- Additionally, worked with team members to ensure accurate and complete solutions are integrated into proposal submittals.
- Provided proposal support, contract negotiations, administration, and customer service while ensuring proper compliance to company legal requirements, customer requirements, and pre-existing contract specifications.
- Evaluated cost estimates for materials, equipment service, and production as well as performance requirements and delivery schedules in order to ensure accuracy and completeness.

- Conducted, analysed, evaluated, and prepared proposals, contract negotiations, contract administration, and customer relations to ensure proper contract acquisition and fulfilment.
- Wrote, reviewed, and edited proposal submissions and contents, including cost proposals and contract terms and conditions.
- Additionally, worked with team members to ensure accurate and complete solutions are integrated into proposal submittals.
- Drove compliance with legal requirements and customer specifications while developing contract language, work statements, and terms/conditions for procurement of specialized materials, equipment, and services.
- Advised management on contractual rights and obligations; maintained historical data/information.
- Worked with capture management and team members to develop contract policies and procedures in support of contract and task order awards.
- Administered, extended, terminated, and negotiated standard and nonstandard contracts.
- Processed specifications, advised management on contractual rights, compiled and analysed relevant contract data, and maintained historical information.