

## PROPOSALS AND CONTRACTS PROFESSIONAL

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### *Summary*

Twenty years B2B client-facing experience in capture management and contract administration. Activities include responding to RFPs, managing client relationships, and administering resulting contracts. Manage proposal efforts and contracts both as a vendor and as a buyer of services. Aggressively maintain focus on critical success factors as well as assuring stakeholder satisfaction. Major contributor to proposal teams during consultative sales cycles resulting in very high win rates. Known for exceptional communication and presentation skills including a persuasive writing style. Documented ability to bring projects and contracts to a positive conclusion. Work successfully with both private and public sector clients.

#### *Contract and Business Capture Activities for Sellers:*

- Identify potential opportunities
- Evaluate incoming RFPs and RFQs
- Document legal and administrative issues
- Design approaches for proposal developments
- Lead proposal development teams
- Write and edit technical sections, résumés, executive summaries, and administrative/legal sections
- Identify and qualify partners and sub-contractors
- Advise and conduct procurement negotiations
- Document technical and organizational requirements
- Manage scope and change requests
- Design process improvements
- Monitored budgets and schedules
- Write progress reports
- Maintain regular communications with clients

#### *Contract Activities For Buyers:*

- Develop RFQs and RFPs
- Identify project risks
- Manage vendor evaluation
- Advise and conduct procurement negotiations
- Address legal and administrative issues

### *Experience*

*ALTA Language Services, Inc., Atlanta, Georgia*

*2013 - Present*

Training military intelligence linguists who are preparing to take the Defense Language Proficiency Test at level 3+. Duties include assessing students' capabilities, researching and locating culturally appropriate materials, practice reading, discussing points of grammar and syntax, and expanding vocabulary. This is a part-time position.

*Congregation Bet Haverim, Atlanta, Georgia*

Executive Committee Financial Officer/Volunteer Treasurer

1997 - 2000

Fully responsible for annual budget and all financial transactions including incoming membership dues, accounts receivable, accounts payable, payroll for seven employees, investment portfolio, and annual tax returns. Managed the investment portfolio and created annual return of 18%. Retreated from the stock market one month prior to tech bubble implosion.

*Intergraph Corporation, Smyrna, Georgia*

1993 - 1997

(A global provider of engineering and geospatial software to corporate and government clients)

Project Manager / Consultant, 1995 – 1997      Manager, Application Services, Utilities, 1993 – 1995

- Helped formulate sales approaches for major accounts and managed the development of several complex proposals to large public utilities. Proposals included hardware, software, and customization services.
- Wrote a proposal and negotiated a time and materials contract with a telephone company in Northern Pennsylvania for support services
- Wrote a proposal and managed a data translation project for an electric membership Corporation in Northeast Georgia
- Wrote a proposal for the sale of hardware, software and customization services to a municipally owned electric utility in Florida. Managed the project and administered the contract for hardware and software sales, as well as subcontracting data collection services. Project was completed on time and within budget, and was honored by the city in a public meeting.
- Managed two groups of application specialists that supported sales teams with complex presentations to current and prospective clients.
- For a nuclear waste disposal site wrote the proposal, researched systems requirements, performed risk assessments, and made recommendations that saved consortium over \$8 million.
- Asked to intercede in a software development project that was several years behind schedule. Developed an approach to bring the parties together, renegotiate the legal and technical requirements, and agree on an achievable scope of work. Helped reduce acrimony between the parties and bring project to a successful conclusion.

*Premier Consultants, Inc.*

President

1990 – 1993

Full-time assignment for 38 months at an electric utility in suburban Atlanta. Guided executive management through a multi-year, multi-phase project of defining, acquiring, and implementing a GIS-based electrical engineering design system. Total value of project was more than \$5 million which included hardware, software, and technology services such as data conversion and software customization.

For a small engineering firm in North Georgia, evaluated incoming RFPs from Georgia Power. Documented legal and administrative issues and provide commercial advise. Drafted technical sections and administrative/legal sections of proposals. For a local county government and a municipally owned electric utility in suburban Atlanta, determined Engineering and Public Works Department needs, ascertained purchasing department requirements. Developed RFPs. Identified and qualified partners and sub-contractors. Conducted pre-bid conferences and designed quality control processes

*PlanGraphics, Inc., Frankfort, Kentucky*

1987 - 1990

(Specialized in design and implementation of GIS and spatial information management technologies)

Senior Design Analyst, 1988 – 1990

Design Analyst, 1987 - 1988

- Wrote winning proposals for consulting work at several city owned, and publicly owned utilities. Managed resulting contracts and projects.
- For a large Midwestern gas and electric utility, wrote the proposal, led a team of consultants through multiple projects. Provided contract and technical advice while managing the production and of several RFPs.
- For a rapidly growing county in Nevada, wrote the proposal, identified approaches to update and maintain land parcel data. Was responsible for the development of two RFPs and assisted the evaluation of incoming proposals.

- For a large metro government in Southern California, wrote the proposal, designed a process to combine address and location data from county records, city records, gas and electric utility records, as well as 911 records. Developed an RFQ to pre-qualify service providers and then developed the RFP. Assisted in proposal evaluation and contract negotiations.

*Vernon Graphics, Inc., Elmsford, New York*

1980 - 1987

(A traditional mapping company, transitioning to digital mapping services)

Project Manager, 1985 – 1987

Operations analyst, 1980 - 1985

- Wrote several winning proposals.
- At a central Pennsylvania gas utility, performed analysis of a digital mapping process and indentified the reasons for project overruns and schedule delays.
- At a gas utility in a major metropolitan area in Pennsylvania, performed analysis concerning participation in a mapping consortium. Saved the utility several million dollars.
- Managed several GIS database creation projects. Buyers were gas, electric, and telephone public utilities.
- Managed a large project that included electric facilities field inventory in rural New Jersey and Pennsylvania. Trained and supervised several crews.

**Education**

- Executive MBA, Georgia State University, 2010
- B.A. in Contemporary Legal and Economic Environments, Empire State College, Saratoga Springs (NY), 2010 GPA 3.79
- Certificate, Paralegal Studies / Civil Litigation Specialist, National Center for Paralegal Training, Atlanta (GA), an ABA-approved program, 2002
- Associate of Applied Science in Civil Engineering Technology, Erie Community College

**Publications and Public Speaking**

- “GIS Insurance: The Accuracy Question,” URISA Conference Proceedings for professionals using GIS and other information technologies, 1990
- “Pilot Projects: Necessary for Users, Painful for Providers,” AM/FM Conference Proceedings, 1989
- “The Address Dilemma: A Large City Case Study ,”AM/FM Conference Proceedings, 1988

**Volunteer and Community Activities**

- Member, 2015 Atlanta Jewish Film Festival Evaluation Committee (membership is by invitation only)
- YearUP mentor Since 2011
- Volunteer with various dog rescue organizations
- Member, Georgia Chattahoochee Chapter of the Association of Proposal Management Professionals

**General Information**

- Highly skilled in Microsoft® Word, Excel, and PowerPoint
- Completed a week-long public speaking workshop at Speakeasy Communications in Atlanta, 1989
- Avid traveler (Europe, Asia, and Israel)
- Bilingual, native fluency in Hebrew, currently studying German

