**CAI Contact**

Patricia Bowler

Phone:

Email ID:

**<Candidate Name>**

### Skills

Please use this table to list the skills noted in the **Required/Desired** section of the requirement. In addition, please respond with the years of experience for each skill **and** the last time each skill was used. Add or delete rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill | Required | years req | Years Used | Last Used |
| experience in developing Request for Proposals (RFPs), Invitation for Bids (IFBs), and other contractual documents, | Required | 5 |  |  |
| experience in conducting vendor negotiations, and administrating contracts. | Required | 5 |  |  |
| experience researching techniques for obtaining complex/technical goods and services, analyzing data, and developing reports | Required | 5 |  |  |
| procuring complex high value procurements with an emphasis on Information Technology (IT) procurements | Required | 5 |  |  |
| advising procurement requesters regarding procurement processes, responsibilities, issues, and matters | Required | 5 |  |  |
| Candidates should highlight procurement experience and certifications | Required | 5 |  |  |
| experience with public procurement, contracting laws and state regulations | Required | 5 |  |  |
| experience with complex requirements and technology related procurements, service contracts, business writing, and fiscal procedures | Required | 5 |  |  |
| certification as a Virginia Contracting Officer (VCO); | Required | 5 |  |  |
| certification as a Certified Public Purchasing Officer (CPPO), and/or Certified Professional Public Buyer (CPPB) | Required | 5 |  |  |
| experience in the procurement of wide variety of goods and services within state government | Required | 5 |  |  |
|  |  |  |  |  |