**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.

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| --- | --- | --- | --- | --- |
| **Skill** | **Required** | **years req** | **Years Used** | **Last Used** |
| Procure goods & services in accordance with established policies & procedures | Required | 3 |  |  |
| Procures goods and services in accordance with the VPPA, APSPM, and Agency policies & procedures | Required | 3 |  |  |
| Evaluate purchase requests and works with end users to obtain accurate specifications and/or requirements to meet their needs and allow for maximum c | Required | 3 |  |  |
| Facilitates pre-bid/pre-proposal conferences | Required | 3 |  |  |
| Analyzes and evaluates quotes, bids and proposals, and awards contracts appropriately | Required | 3 |  |  |
| Prepares clear and concise contract documents | Required | 3 |  |  |
| Excellent cutsomer service | Required | 3 |  |  |
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