**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** |
| Experience in sourcing, procurement, or contract management | Required | 5 |  |  |
| Experience in developing and managing the end-to-end solicitation process including IFBs, RFPs, RFQs | Required | 5 |  |  |
| Experience in drafting, reviewing, and finalizing solicitations and Statements of Work | Required | 5 |  |  |
| Proficiency in MS Office Suite: Word, Excel, and PowerPoint | Required | 5 |  |  |
| Excellent writing, communication, and analytical skills | Required | 5 |  |  |
| Experience in procurement processes and contractual terminology | Required | 5 |  |  |
| Understanding of Virginia state procurement policies | Highly desired | 5 |  |  |
| Knowledge and understanding of the APSPM | Highly desired | 3 |  |  |
| Knowledge and understanding of the VPPA | Highly desired | 3 |  |  |
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