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## ESTIMATOR ~ CONTRACTS MANAGEMENT

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**10+ years' rich experience** in estimating costs in relation to manpower, equipment, and materials; preparing bid packages/proposals. Clarifying and interpreting bids; writing/developing scope of work and related specifications. Ensuring compliance with blueprints and specifications; change order management. Deft in structuring tender documents complete with all essential ingredients - scope of work, technical specification, tendering, and inviting bids from qualified suppliers. Hard core negotiator with demonstrated strengths in liaising with contracting principles to ensure compliance with contract specification and resolution of problems and issues. Deft in providing contracting support, from pre-award through contract administration and close-out. Adept at identifying, sourcing and evaluating potential vendors coupled with excellent skills in consensus building, organization, and price negotiation, tendering and estimating long term and profitable contracts management. Meticulous and structured approach with super planning & implementation skills. Excellent man-management, time management, and leadership skills. TS Clearance with SCI Access.

### PROFESSIONAL VALUE OFFERED

Strategic Estimation/Planning	System Maintenance	Supplier Contract Negotiation	Tendering
Staffing, Development and Training	Cost Reduction	Supplier Sourcing/Analysis	SOP/MIS
Liaisoning/Public Relations	Technical Support	Maintenance/Testing	Budgeting
Continuous Process Improvement	Vendor Development	Contracts Management	Negotiation
Project Management	Cost Rationalization	Resource Management	Leadership

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### PERFORMANCE MILESTONES

- Designed & developed annual subcontract technical agreements and successfully passed CI Polygraph.
  - Having credential of researching and developing cost estimates, statements of work, schedules, purchase requests, and change orders for multiple construction projects with budgets in excess of \$750,000.
  - Associated closely with Government, Customer Service Representative's (CSR) and the clients to develop Customer Document Requirements (CDR).
  - Played pivotal role in developing contracting policy concerning all contracting activities.
  - Initiated new contract review program, which reduced repossessions 25%.
  - Judiciously handled operational budgets in excess of \$1M.
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### CAREER PROGRESSION

**Contract Manager,** ██████████, 2008 to 2010

- Interfacing & coordinating with Government official to discuss the cost/pricing estimate on the specification requirement.
- Proactively contributed in crafting statement of work (SOW), negotiate with subcontractor and create pricing models and perform cost/pricing analysis for all contracts.
- Led the onsite team from Johnson Controls and also provided technical support to Operations Manager.
- Accountable to approve and process payments for subcontractors.
- Devised effective strategies for quality assurance for services and preventive maintenance.
- Comprehension and assimilation of contractual obligations, rights, and scope of work. Engineered preparation of MOU's, Legal Drafting and other contractual documents.
- Drove initiatives for preparing all cost summaries and reports ensuring management is provided with all necessary information for bid review to enable competitive pricing decisions.
- Carry out pre-bid liaising, post-bid clarifications, and follow-up with Client on all project issues.

- Floating inquiries and performing techno-commercial evaluation of quotations for major project activities and items.
- Assisting in forming bidding strategies by reviewing clients requirement, deducing likely optimum & cost-effective project execution plans, analysis on resource availability, bidding partners, subcontractors, & competitors.
- Examined the proposal document regularly, to ensure that the requirements of the client are fully satisfied in terms of format, content, and consistency. Also all bids submitted to be
- Recognized for successfully handling bidding assignments end to end well within the set time, quality and budget parameters.

**Systems Maintenance Manager**, Chugach Management Services, Inc. at the National Geospatial Agency (NGA), 2005 to 2008

- Designed & developed complete pricing proposal with vendors to finalize the cost, lead time, and generate purchase order to purchase computer hardware, software to meet Government's specification.
- Judiciously handled the maintenance, inspection, testing, and installation of electronic systems/hydraulic vehicle barriers at NGA locations in Bethesda, Washington Navy Yard, Ft. Belvoir, and Newington Campus.
- Guided & mentored ten technicians to include a Locksmith, Alarm Tech, PA Tech, and on-site sub contractor Johnson Controls technicians for Access Control and Intrusion Detection Systems.
- Successfully developed and made presentations to upper management, contracting officers and senior government officials.
- Played pivotal role in floating enquiries, analysis of offers received from vendors in consultation with Engg. Dept., raising queries and to complete offer from vendors without any exclusions.
- Assumed responsibility for initiating, developing and recommending contracting policies, procedures, guidance and control.
- Successfully organized mandatory and enhancement contracting and acquisition management training.

**Planner/Estimator**, Chugach Management Services, Inc. at the National Geospatial Agency (NGA), 2000 to 2005

- Drove the efforts for crafting complete proposal pricing base on the Government specification requirements.
- Efficiently liaised with sub-Contractor to develop pricing strategies and actively participated in regular scheduled comprehensive final pricing reviews.
- Pioneer in originating and recording transactions related to all projects; and interacted on a daily basis with NGA representatives and management to achieve project goals.
- Geared the activities to conduct technical review, cost/pricing analysis, subcontractor selection and contract negotiations.
- Negotiation with sub contractors and preparing recommendations.
- Award & Administration of subcontract.
- Prepared project estimates through contract negotiation and supervised construction operations and personnel – start up through completion/acceptance.

#### EDUCATION/COURSES

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| • MDI Security System – 2006        | • RS Means - Repair and Remodeling Estimating – 2004              |
| • Managing Multiple Projects – 2003 | • Microsoft Project – 2002  |
| • Microsoft Excel – 2001            | • Cost Estimating For Technical Personnel – 2001                  |
| • A+ Certification – 1999           | • Marriott Management Candidacy Review Board – 1998               |
| • N.A.P.E. – Heat Pumps – 1994      | • Marriott Management Development Course – 1998                   |
| • N.A.P.E. – CFC Reclaim – 1993     | • Refrigeration, Pneumatic Controls and Variable Air Boxes – 1991 |
| • University of Tennessee – 1989    |   |

**References and Verifying Documentation Furnished upon Request**