

W. FREDERICK CHRISTOPHER, NIGP-CPP, CPPB, CPPO

PROCUREMENT MANAGEMENT

With over 10 years of procurement experience driving public sector purchasing while implementing process improvements and upholding compliance through collaboration.

CORE COMPETENCIES:

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| ▪ Public Sector Procurement | ▪ Team Development | ▪ Continuous Improvement |
| ▪ Vendor/Supplier Relations | ▪ Solution Focused | ▪ Problem Solving |
| ▪ RFP/RFQ/ITB | ▪ Procurement Strategies | ▪ Cost Optimization |

PROFESSIONAL EXPERIENCE:

PROCUREMENT MANAGER III | DEKALB COUNTY SCHOOL DISTRICT | 2023-Present

- Oversee and manage the district's purchasing card program including the administration, training, reconciling, troubleshooting, monitoring, and transaction review for over 200 individual cards.
- Supervise the review and processing of over 30,000 purchasing requisitions on a yearly basis ensuring compliance with applicable board policies, state laws, and federal laws.
- Developed and implemented monthly training for end users that allows for effective teaching and knowledge retention in the areas of purchasing, p-card processing, vendor registration, and travel.
- Collaborate with end-users and provide guidance on complex procurement issues to establish a resolution that is compliant with board policies and timely.
- Manage the development and administration of all formal capital and non-capital solicitations published by the district including sourcing, evaluation, and award recommendation.
- Coach and develop a high performing procurement team through professional development opportunities, real time problem solving, and internal training sessions.
- Monitor the processing of district travel for over 14,000 employees ensuring accuracy and compliance with all applicable policies and laws.
- Assign tasks to qualified personnel based on job duties and skills.
- Partner with the CIP team to assist with planning and execution of various project procurements to achieve maximum project efficiency within the confines of state construction law and board policy.
- Facilitated the implementation of a new eProcurement marketplace to increase efficiency and cost savings.
- Frequent and deliberate collaboration with in-house legal counsel to orchestrate compliant solutions to complex procurement and contract issues.
- Provide exemplary customer service to internal stakeholders.
- Preserve and improve vendor relations through information seminars and maintaining a fair and transparent procurement process.

PURCHASING SUPERVISOR | HENRY COUNTY SCHOOLS | 2022-2023

- Manage the district's purchasing card program including the day-to-day administration and transaction review for 120 individual cards.
- Develop and implement mandatory yearly purchasing card training for all cardholders in addition to new cardholder training as needed.
- Develop, administer, manage, and facilitate the evaluation of solicitations for non-capital services over \$100,000.
- Collaborate with end-user departments to ensure solicitation specifications thoroughly satisfy the needs of the department.
- Provide oversight, technical direction, and direct supervision to Purchasing Assistants.
- Facilitate award recommendations, assist in the preparation of board agenda items, and notify vendors of awards.
- Oversee and monitor purchase requisitions and the procurement of supplies, equipment, and services for 52 schools and 8 divisions.
- Provide guidance to help end-users find the most efficient pathway for purchases including formal solicitations, cooperative agreements, and state contracts.
- Conduct inquiries into market conditions, price structures, and new product development for items the district has an interest in purchasing.

PROCUREMENT SPECIALIST II | DEKALB COUNTY SCHOOL DISTRICT | 2016-2022

- Develop, administer, and facilitate the procurement process for all capital construction projects including all projects related to DeKalb County School District's \$500 million SPLOST program.
- Conduct pre-bid conferences for all construction projects.
- Managed the procurement of over 2 million square feet of construction projects varying in size and scope from facility upgrades to complete building replacements.
- Manage the evaluation process of all capital projects including checking vendor responses for responsiveness, distributing responsive submissions to the evaluation committee, and ensuring evaluations are done properly and fairly.
- Administer, evaluate, and award quotes to purchase, deliver, and install furniture for all SPLOST construction projects which includes over 1 million square feet of additions, renovations and, complete building replacements.
- Assess, select, purchase, and coordinate delivery for 90% of all furniture requests throughout the district.
- Collaborate with end-user departments to develop effective and inclusive specifications, realistic schedules, and appropriate pricing methods to promote vendor participation.
- Provide efficient and compassionate customer service to both internal and external customers to resolve issues such as furniture requests, vendor payment, or board policy compliant purchasing.
- Serve as back up to the Capital Procurement Manager which requires representing the procurement department in meetings with senior staff, conducting staff meetings, and handling any procurement issues with internal and external customers.
- Facilitate training for other office staff on proper procurement procedures to comply with board policy.
- Manage the purchasing, delivery, and invoice processing of \$10,000,000 of SPLOST musical instruments for the entire district.
- Lead the district's transition to total electronic procurement.
- Attend national and local public procurement trainings to remain up to date on current trends and industry best practices.

PROJECT SPECIALIST I SPLOST | DEKALB COUNTY SCHOOL DISTRICT | 2014-2016

- Efficiently analyzed and processes SPLOST construction project invoices to ensure accuracy and prompt vendor payment.
- Prepared and distributed encumbrance report to reflect SPLOST invoice payments.
- Facilitated pre-proposal conferences with project managers and prospective vendors.
- Effectively communicated with SPLOST project vendors to provide invoice payment status.
- Assisted project managers reconcile SPLOST project accounts through ERP platform.
- Analyzed district-wide water bills to ensure accuracy and help maintain the utilities budget.

CREDIT ANALYST | AIR GAS (SOUTHEASTERN REGION) | 2013-2014

- Worked closely with a team to update billing information and edit company information, including buyouts, name changes, ship to address, etc. across the entire southeastern region.
- Individually maintained customer accounts for 88 branches across the southeastern region.
- Provided credit references to clients seeking to do business with outside vendors.
- Checked credit worthiness of new customers by reviewing documents such as credit reports, DNB reports, tax returns, financial statements, etc.

TECHNICAL SUPPORT AGENT | ALERE (EXPRESS EMPLOYMENT PROF) | 2012-2013

- Provided technical support for wellness portals.
- Used wellness training to accurately answer customer questions about wellness programs.
- Used customer service skills to appropriately, efficiently, and effectively work with clients.

CREDIT ANALYST | GREATER ROME BANK | 2009-2012

- Vigorously extended support to the credit and collection administration at Greater Rome Bank by analyzing financial documents for potential consumer and commercial loans, aiding in the completion of credit memos, and cross training on all collection functions in order to provide back up for those functions.
- Carefully spread financial and credit information for presentation to loan officers and Loan Committee.
- Actively assisted with the implementation of the new automated collection system at Greater Rome Bank.

EDUCATION/CERTIFICATIONS:

SHORTER COLLEGE, ROME, GEORGIA

Bachelor of Business Administration CPA Track, December 2009

CERTIFIED PROFESSIONAL PUBLIC BUYER, 2018

NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING, CERTIFIED PROCUREMENT PROFESSIONAL, 2020

CERTIFIED PUBLIC PROCUREMENT OFFICER, 2023