

SYNOPSIS OF CAREER

JOSEPALACIOS

Contract Management | Business Development | Cost & Pricing | Project Management

POSITIONS HELD

Director of Cost & Pricing
Sr. Business Proposal Analyst
Project Officer
Junior Attorney

Sr. Contract Manager
Financial & Legal Advisor
Education Project Manager
Property Claims Supervisor

Cost & Pricing Deputy Director
Gov't Relations Associate
Research & Project Assistance
Pricing Analyst

PROFESSIONAL BACKGROUND

Throughout my professional career, I have always been guided by following my natural passion for international development programs –in its myriad of areas: I have worked in different organizations devoted to the improvement of living standards for people in the U.S. and abroad, in a wide range of projects: from Finance and Basic Infrastructure (such it was the case as a **Research and Project Officer Assistant** at the *Inter-American Development Bank*), from education courses for professionals at the medical field (as an **Education Project Manager** at the *American Academy for Otolaryngology*), in teachers “training and career empowerment” in order to reduce the levels of illiteracy around the US and the globe (as a **Project Officer for Latin America & Gov’t. & Relations Associate** at the *International Reading Association*) including the coordination, preparation and submission of related proposals to the UNESCO, USAID and members of the International Literacy Network (*20 plus organizations, among them, USAID, UNESCO, US Library of Congress, Smithsonian Institute*).

I have worked in countless proposals to numerous clients –*USAID*, being the main one, but also including: Dept. of Education, Department of Labor, Department of State, CDC, and multilateral development agencies, e.g., *TGF, DFID, DFAT, CIDA, World Bank, the IADB, UNIFEM, and UNICEF*. To different foundations: *JP Morgan Chase, Alcoa, Procter & Gamble, Google, World Cocoa, W.K. Kellogg, Mott Foundation*; and other clients, e.g., *Government of Iraq, Bayer CropScience, CDC, NSF, Universal Service Administration, Buffalo Public Schools, Corporation for National and Community Services, Department of Justice, VA Corporation Commission, United Way of Michigan*.

As **Deputy Director** of the Unit Cost at *Management Systems International*, I was in a position to assist the team in the proposal process from the pre-solicitation stage up to pre-award contract review, identification of potential challenging areas in the solicitation, working on highly business sensitive budgets –for subcontractors, local partners, salary negotiations for CoP, DCoP, Key Personnel, TCNs, CCNs, and develop familiarity with the FSN Scale/Local Compensation Plans. These skills have greatly improved as part of my current job at the *University Research Co., LLC*, as a **Director of Cost & Pricing/Sr. Contract Manager**. At this for-profit organization, I effectively led the contract handling of \$75 million Primary Health Program - CPFF completion-type contract.

As part of my daily duties at *Partnership for Supply Chain Management (PFSCM/John Snow, Inc.)* and while I was part of the *American Institute for Research (AIR)*, I have become familiar with the General Contracting Principles (FAR Part 15, 16 and 19 in particular), including understanding of the FAR, Title 48, AIDAR Chapter 7 (International Development Acquisition Regulation); the Super Circular on Cost-Sharing, Cost Accounting Standards Board (501, 502, 505, 506, OMB 21); Cost Principles for Country Contracts/USAID. As part of my responsibilities, I have developed a comprehensive understanding of the process of the entire business proposals development cycle from inception to award –including analysis and understanding to develop competitive pricing strategies, mitigate business risks, and capture for consideration other elements that have business/financial significance (e.g., type of contract, fee, cost-sharing, subcontracting, terms of payment).

I have also been in a position to gain mastery of pricing strategies for different budget models corresponding to specific types of awards (FP, CPFF, T&M, etc.) –that would encompass delivering a high quality, forging alliances through teaming agreements with domestic and local partners, presentable business proposal subject to careful review and inspection for quality insurance. Being a **Cost Specialist** (including my previous position at *International Relief & Development*) also means providing excellent guidance to the technical staff and external counterparts on the cost-related elements of the solicitation, as well as, analyzing and synthesizing client specifications to capture for others those elements with business significance. As a result, I have develop solid negotiating skills (oral and written) to resolve outstanding issues with clients, partners, and subcontractors –pointing out (if needed) any inconsistencies from the technical teams when providing budget assumptions. In order to accomplish these goals, I have led many “After Action Review” to assess the weaknesses and strengths of our proposals, develop a “lessons learned” road map to increase the odds of producing a successful proposal –from the initial stage (as consistent filing of documents) to the submission and review of award documents to double-check the consistency with the negotiated terms and conditions.

At *Academy for Education Development* (now *FHI360*), in my role as a **Sr. Business Proposal Analyst**, I collaborated in updating the Senior Proposal Business Development Manual – an electronic and hard copy file –that included not only AED’s cost related policies, but as well as those of its many clients. This was a compilation of information readily available and easy to print and became part of the initial training given to the junior staff. This manual refers to a wide array of topics that would range from B&P 101 (brief description of the business proposal development); Certifications, Consultants vs. Vendors, Debriefings, EOIs, Fees, NICRA issues, Overseas Allowances, Procurement, Salary Negotiations, Security Costs, Treatment of Grants, among others. I also undertook a Research Paper on Environmental Compliance: Language for Use in Solicitation Awards. ADS Chapter 204.2. CFR 216: who should comply with this regulation; use and content; screening and classifying activities; exemptions, writing an environmental Examination, etc.

As part of the team of the Cost Unit at *Management System International* and at *International Relief & Development Inc.*, I provided these organizations with templates for budget notes language for cost proposals; language for cost-share in the submission of proposals, language on fee justification in Contracts and fee under assistance instruments, submission of detailed multi-component, multi-year budget in Spanish (Base + Option format) with its corresponding instruction in Spanish and English for potential subs for the Spanish speaking region; language for contingent offer letter; loaded rates for foreign government; PowerPoint presentation for internal training on Assistance vs. Acquisition, How to Read an RFP, Applicable U.S. Gov’t regulations, Environmental Compliance, among many other trainings that I have led. At the *University Research Co., LLC*, while being a **Sr. Contract Manager** to this organization, I had to create the Cost Unit division which it did not exist at that time.

In the past few of years, I have received Master’s Certificate on Government Contract Management from the *Villanova University*; and a Master’s Certificate on Strategic Organizational Leadership at the *Michigan State University*. These Master’s programs in addition to an LL.M. Master’s from *Georgetown Law Center* have provided me with an enhanced and comprehensive overview of the pre- and post-award challenges that an international project may entail while developing a solid understanding on how organizations undertaking strategic decisions, implementing innovative internal processes, and how best to lead internal strategic and organizational changes.

In conclusion, I would like offer your organization my cross-functional experiences: strong interpersonal skills; my passion for this field; my diligence and professionalism (characterized by “*a can do attitude*”); my innate sense of creativity and, my “earned authority” management style; my problem-solving attitude; my strong Excel, PowerPoint, and strong writing skills; all framed by a pristine sense of humor –that can provide a nice balance of warmth in a work setting- and, last but not least, my desire to lead a well-balance life between my career and my professional life.

Respectfully yours,

A handwritten signature in blue ink, reading "J. Palacios", with a horizontal line underneath.

José A. Palacios
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