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**PROFESSIONAL SUMMARY**

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**Mr. Jose Palacios** is a senior level management consulting professional with over twenty years of experience in leading high-value **business negotiations, risk mitigation, and contract execution** across industries. Adept at transforming operational structures, streamlining compliance frameworks, and driving strategic growth for both profit and non-profit organizations, as well as multilateral agencies. His expertise spans industries including **global health, supply chain management, international education, conservation, and environment**. He has also worked in **global finance, economic growth, academic partnerships, marketing and communications, defense threat reduction, and international law** (including negotiations with large pharmaceutical companies and with non-USG organizations, e.g., **Global Fund, UNCHR, Inter-American Development Bank**); developed numerous cost proposals and managed contract administration for various U.S. government agencies. A commanding expert in contract law, compliance oversight, supply chain optimization, and corporate governance, with a stellar reputation for delivering innovative, profit-maximizing solutions, and navigating complex regulatory landscapes with precision. He has an LL.M (Int'l Law) degree with concentration on Int'l. Finance & Investment Projects (**Georgetown University**), a master's Certificate in Strategic Organizational Leadership (**Michigan State University**), and Government Contract Mgmt. (**Villanova University**). Fluent in both Spanish and English.

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**RELEVANT WORK EXPERIENCE**

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**Partnership for Supply Chain Management (PFSCM/JSI), Arlington, VA**

Dec. 2018- Present

*Senior Contracts & Risks Manager/Global Fund-funded project*

- ✓ **Strategic Contract Oversight Specialist.** Align PFSCM's contractual activities with client and organizational mandates, ensuring compliance with policies and requirements. Lead commercial negotiations with 3PLs, global pharmaceutical companies, and different vendors to secure optimal contracts, providing expert guidance to teams throughout the process.
- ✓ **Senior Leadership Liaison.** Present complex deal concepts to senior leadership, facilitating informed decision-making and securing necessary approvals.
- ✓ **Risk Assessment Expert.** Conduct thorough evaluations of new business opportunities to identify potential risks, including analyzing and providing mitigation strategies for ongoing local, country, or regional conflicts and their impact on supply chain activities. Deliver comprehensive assessments to senior management and implement effective mitigation strategies. Proactively identify and escalate contractual risks, ensuring alignment with business continuity planning and safeguarding organizational resilience.
- ✓ **Develop and implement comprehensive Standard Operating Procedures (SOPs)** covering key corporate and contractual requirements, e.g., anti-human trafficking, code of business ethics, child labor prevention, international sanctions compliance, and other regulatory mandates.
- ✓ **Operational Leadership.** Lead teams in alignment with PFSCM policies and procedures, ensuring strict adherence to standards. Oversee the approval and onboarding of new vendors, ensuring compliance with Global Fund requirements.

**American Institutes for Research (AIR), Washington, D.C.**

Jul. 2016 – Dec. 2018

*Senior Contracts Administrator*

- ✓ **Negotiation Expertise:** Skillfully negotiated contracts, subcontracts, and grants terms with minimal managerial intervention, optimizing efficiency and productivity.
- ✓ **Comprehensive Administration:** Provided post-award administration for subcontracts, sub-task orders, subawards, and purchase orders, including modifications and realignments, ensuring strict adherence to terms and conditions.
- ✓ **Strategic Insight:** Evaluated new business opportunities, offering invaluable risk assessments to senior management and contributing to informed decision-making.
- ✓ **Client-Centric Approach:** Established and nurtured positive working relationships with clients and project staff, embodying a client-oriented ethos.
- ✓ **Regulatory Guru:** Stayed abreast of donor regulations and policies, both formally and informally educating program staff on contract compliance and operational topics.

- ✓ **Client Engagement Expert:** Served as the primary point of contact and official representative of URC to different USG agencies, and various clients on contractual matters, ensuring seamless communication.
- ✓ **Agreement and Terms Specialist:** Created, reviewed, and negotiated a wide range of contracts, grants, subcontracts, modifications, MOUs, and other agreements. Expertly drafted and negotiated terms and conditions, addressing issues and risks while ensuring compliance and fostering collaboration with clients, partners, and subcontractors.
- ✓ **Regulatory Navigator:** Provided guidance to project management staff on terms, conditions, rules, and regulations, adeptly resolving issues, including adherence to USG, and international sanctions programs related to terrorism support and human trafficking.
- ✓ **Process Enhancement Guru:** Developed and improved standard operating procedures (SOPs), training materials, notices, and tools to enhance the organization's compliance with contracts, client regulations, and applicable laws and regulations.
- ✓ **Risk Assessment Pro:** Evaluated new business opportunities, offering invaluable risk assessments to senior management as requested, contributing to strategic decision-making.

International Relief & Development, Inc. Arlington, VA  
Pricing Analyst

Dec. 2010 – Jun. 2011

- ✓ **Strategic New Business Support:** Provided essential support for new business initiatives, including active participation in the development of new business strategies, risk assessment, and analysis of USAID and other donor solicitations to uncover unique or risky contract terms, facilitating informed bid decisions.
- ✓ **Complex Cost Proposal Wizard:** Expertly prepared complex cost proposals in collaboration with program staff at IRD HQ and field offices, ensuring compliance with solicitation and company policies.
- ✓ **Cost Proposal Reviewer:** Conducted thorough reviews of proposal budgets with subcontractors, developing cost/pricing-related responses to post-submission questions and requests for revision, ensuring accuracy and compliance.
- ✓ **Contract Clarity Expert:** At project start-up, played a pivotal role in conducting comprehensive contract reviews, clarifying terms and conditions to the project delivery team, and approving the contracts approvals matrix.
- ✓ **Compliance Champion:** Assisted in the development and enforcement of compliance with the company's cost and pricing processes and procedures, promoting adherence and best practices.

Management Systems International, Inc. Washington, DC.  
Cost & Pricing Deputy Director

Apr. 2010 – Aug. 2010

- ✓ **Strategic Business Involvement:** Actively participated in shaping new business strategies, engaging in discussions to identify risks and analyze their impact on bid decisions.
- ✓ **Solicitation Specialist:** Reviewed and analyzed USG solicitations to gain a comprehensive understanding of terms and conditions, effectively communicating unique or risky contract terms to Proposal and Project Managers, facilitating informed decision-making.
- ✓ **Talent and Compensation Advisor:** Provided valuable guidance to recruiters, proposal teams, and subcontract negotiators on allowances and salary offers, optimizing talent acquisition.
- ✓ **Priority Proposal Support:** Provided direct support to priority and business-sensitive proposal initiatives for both major and new clients, contributing to successful client engagement.
- ✓ **Comprehensive Documentation:** Prepared supporting documentation for long- and short-term cost proposal submissions, including budget narratives, certifications, financial information, and more, ensuring thorough and compliant proposals.

Academy for Educational Development, Washington, D.C.  
Sr. Business Proposal Analyst

Sept. 2008 – Mar. 2010

- ✓ **Proposal Management Mastery:** Orchestrated the preparation, development, production, and submission of cost proposals, including intricate budget templates for RFPs, supporting various contracts.
- ✓ **Compensation Negotiation Expert:** Expertly negotiated salary and compensation for key personnel, expats, consultants, and local staff, ensuring successful negotiations and providing vital support to subcontractor cost proposal packages.
- ✓ **Compliance Advisor:** Provided invaluable guidance to Technical and Proposal Teams on cost and contractual compliance issues, guaranteeing adherence to regulations.
- ✓ **Financial Negotiation Catalyst:** Assisted negotiation teams in offers and counter-offers, conducted financial impact analysis, and made recommendations, optimizing deal structures.

**Private Consulting, Arlington, VA & Abroad**  
*Financial & Legal Advisor*

Jan. 2005 – Jan. 2007

- ✓ **Financial Regulations Advisor:** Provided legal counsel on "*International Financial Regulations & Compliance: Customer Due Diligence for Banks*," ensuring regulatory compliance.
- ✓ **Expert in Banking Supervision:** Developed expertise in OECD/FATF's 'Core Principles for Effective Banking Supervision' initiative, contributing to sound financial practices.
- ✓ **Corporate Trust Manager:** Managed the dissolution of corporate trusts under UK legal regulations and collaborated with international business inquiry and collection agencies, such as OVAG.
- ✓ **Financial Analyst:** Conducted in-depth analysis of complex financial and budgetary issues as needed, providing valuable insights for decision-making.
- ✓ **Crisis Management Consultant:** Offered guidance on financial damage control in highly unstable political and anti-democratic environments, demonstrating adaptability and strategic thinking.

**Inter-American Development Bank, Washington, D.C.**  
*Research & Project Assistant/Finance & Basic Infrastructure*

Nov. 1998 – Feb. 2002

- ✓ **Economic Development Support:** Provided administrative support to Program Officers in the development of economic growth programs, contributing to their successful implementation.
- ✓ **Contract Administration Pro:** Performed contract administration for projects within the Finance & Basic Infrastructure Division, ensuring seamless project execution.
- ✓ **Internal Guidelines Specialist:** Acquired in-depth knowledge of the IADB's internal guidelines on procurement notices and their implementation, facilitating regulatory compliance.
- ✓ **Legal Division Support:** Assisted the Legal Division in handling settlement agreements and closing documents, demonstrating adaptability and versatility.
- ✓ **Bonds and Funds Coordinator:** Prepared and processed internal reports for the launch of multi-million-dollar bonds and memoranda for Special Funds and Ordinary Capital documentation, contributing to financial stability and growth.

## ADDITIONAL WORK EXPERIENCE

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**Kirkland & Ellis LLP, Washington, D.C. - Contract Reviewer**

Mar. 2007 – Jul. 2008

**International Reading Association, Washington, D.C. – Gov't Relations Associate/Contracts Officer for the LAC Region**

Jul. 2003 – Dec. 2004

**American Academy of Otolaryngology, Alexandria, VA - Education Project Manager**

Jul. 2002 – Jul. 2003

**PROIDEAS Law Firm. Venezuela - Junior Attorney**

Mar. 1997 – Aug. 1998

**American International Insurance Co., Venezuela - Property Claims Supervisor**

Jan. 1996 – Mar. 1997