

Alan Piper

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970-619-0764

- * 17 Years' experience in procurement and cradle-to-grave contract management.
- * Certified Professional Public Buyer (CPPB Certification)
- * Progressive experience in high volume/high dollar negotiations
- * Excellent interpersonal and social skills to develop long term relationships with internal staff and external customers.
- * Proficiencies with Microsoft Office and several direct related software programs for each type of business (i.e.; Salesforce, Qualtrax, Asana)

Authorized to work in the US for any employer

Work Experience

Contract Administrator

AirSquared - Broomfield, CO

2018 to 2019

- Completed negotiations with domestic and international customers, which included commercial and government.
- Executed Non-Disclosure Agreements (NDA) with customers.
- Also worked with the company's attorney in monitoring patent applications.
- Practical working experience with SBIR's and FAR regulations.

Significant Contributions

- Created contract language standard operating procedure "Playbook" to ensure consistency in contract negotiations
- Assisted in rollout of new quality management system (Qualtrax)
- Completed negotiations with a major automotive OEM that will account for 45% of revenue in 2020.
- Key role in executing the largest and most consequential agreement in the company's 25 year history.

Contract Manager

National IPA - Franklin, TN

2014 to 2018

- Managed over 50 contracts that offered a vast array of products and services with aggregate spend of \$200 million.
- Integral role in working with public agencies across the U.S. to establish cooperative national contracts.
- Guided agencies in technical writing of Request for Proposals to include language to make the awarded agreement available nationally.
- Collaborated with agencies to negotiate final agreements.

- Was the main point of contact for other National IPA team members to answer questions about the contract and offer guidance on general contract administration tasks.

Significant Contributions

- Executed the negotiations of 2 new commodity contracts to add to the growing contract portfolio.
- Sought out by colleagues on the contracting team of 7 as a resource to be involved in all aspects of contracting process.

Buyer

Warehouse Operations Thompson School District - Loveland, CO
2003 to 2014

- Only Purchasing Agent for Nutrition Services
- Created, analyzed, negotiated and administered 5 large contracts.
- Weekly evaluation to order food/supplies for 32 district sites.
- Supervised warehouse staff of 7.

Significant Contributions

- Played critical role in training staff of over 20 on new purchasing systems that changed 3 times over 11 years.
- Nominated by peers to administer a purchasing cooperative that included over 40 school districts in Colorado and Wyoming. This cooperative was responsible for awarding annual contracts in excess of \$20 million dollars.
- June 2011, selected by the Colorado Department of Education Nutrition Department to teach a class on procurement at the Annual Child Nutrition Workshop.
- October 2013, again selected by the Colorado Department of Education Nutrition Department, this time to do a presentation at the Annual Nutrition Director's Conference on Cooperative Purchasing.
- February 2014, nominated by peers for Administrative/Technical/Professional Employee of the Year.

Certifications and Licenses

Certified Professional Public Buyer (CPPB)

May 2005 to May 2020

The designation of Certified Professional Public Buyer (CPPB) is a recognized credential throughout the world and signifies that the designated individual has reached a specific level of education and experience and has demonstrated an established level of knowledge necessary to competently perform the work of a public procurement officer or buyer. This certification is governed and issued by the Universal Public Procurement Certification Council (UPPCC)

Re-certification occurs every 5 years.