

KESHA COX

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Posting#: 24-00011-Section Chief

PROCUREMENT MANAGEMENT PROFESSIONAL

State Government ♦ Procurement ♦ Compliance ♦ Contracts.

An accomplished procurement administrative analyst with progressive leadership experience in developing, implementing, and driving strategic initiatives through improving organizational structure and achieving performance goals. A well-rounded professional committed to integrity, value-added work performance teams, and contributing to bottom-line results.

KEY SKILLS AND ATTRIBUTES

**Employee Supervision & Development
State Contract Compliance
Request for Proposal Review & Preparation**

**Procurement Policy & Procedures
NJSTART System/NJ MACSE System
ECATALOG System**

EXPERIENCE

NJ DEPARTMENT OF TRANSPORTATION, EWING, NJ

April 2022 - Present

Responsible for procuring large-scale commodities, equipment, and supplies for NJDOT in the New Jersey MACSE procurement system.

Administrative Analyst 3, Procurement

Duties Include:

- Procuring large-scale commodities, equipment, and supplies for NJDOT in the New Jersey MACSE procurement system.
- Identifying the best procurement method to be used following State legislation, policies, and procedures, including analyzing procurements to determine the most cost-effective procurement.
- Preparing procurement-related correspondence to the accounting department for proper approval.
- Identifying, gathering, and evaluating relevant procurement data that affect Department operations and progress.
- Gathering all necessary Delegated Purchasing Authority (DPA) documentation, PB-120, PB-119 telephone quotations, and sealed bid proposals from non-contract vendors.
- Supporting the buying units through the review and analysis of proposals for IT related procurements.
- Identifying the best procurement method to be used following State legislation, policies, and procedures, including analyzing procurements to determine the most cost-effective procurement.
- Logging out requisitions in the Fleet Tracking system utilizing the P2 Status Center.
- Attending mandatory pre-bid meetings for small construction projects to meet NJDOT operational needs.
- Preparing routine correspondence to vendors via email, fax, and phone.
- Assisting DOT requestors in determining specific operational needs.
- Expediting time-sensitive requests for DOT divisions.
- Maintaining accurate procurement files and records in the EMS Procurement S Drive.
- Maintaining EMS Excel worksheet for procurement staff IT Hardware and Software installments.
- Maintaining IT contracts and vendor contact information in EMS Procurement S Drive.
- Procuring large-scale IT purchases for approval submission to the Office of Information Technology (OIT). Ensuring that all hardware/software procurements under T-3121, M-4002 and M-0483 NASPO and M-4006 are following Department of Purchase & Property (DPP) Method of Operation.
- Preparing and submitting AD-12 Engagement Letters to the EMS Deputy Director for approval, and Office of Information Technology (OIT).
- Utilizing NJSTART to access various info such as contracts, vendor contact information, vendor terms and categories bid solicitations and method of operations.

NJ DEPARTMENT OF HUMAN SERVICES, Trenton, NJ**April 2021 – April 2022***Responsible for monitoring and reviewing state contracts for multiple Department of Human Services divisions.***Administrative Analyst 3, Procurement (Office of Contract, Policy, and Management)**

Duties Included:

- Interviewing potential candidates for employment opportunities for the Office of Contract, Policy, and Management.
- Providing staff assignments, work distribution, and monitoring individual performance, ensuring that deadlines are met.
- Coordinating work groups to bring Department of Human Services (DHS) staff and community providers together to discuss contracting issues and to comment on proposed changes.
- Attending mandatory pre-bid meetings for various programs and projects to meet New Jersey Department of Human Services (DHS) internal operational needs.
- Preparing routine correspondence to Department of Human Services (DHS) staff and external Government Agencies via email, fax, and phone.
- Assisting Department of Human Services (DHS) internal divisions in determining specific contract needs to develop Request for Proposals (RFPs), and Waivers of Advertising.
- Supporting the buying units through the review and analysis of proposals for procurement regarding cost-benefit analysis, including recommendations for awards.
- Identifying the best procurement method to be used following State legislation, policies, and procedures, including analyzing procurements to determine the most cost-effective procurement.
- Identifying, gathering, and evaluating relevant procurement data that affect Department operations and progress.
- Expediting time-sensitive requests for internal departments within the Department of Human Services (DHS).
- Maintaining procurement files and records for Request for Proposals (RFP), Waivers of Advertising, Amendments, and Re-Procurement in the OCPM contract tracker.
- Reviewing Request for Proposals (RFPs) and re-procurements for New Jersey Department of Human Services (DHS) operational needs before submitting them to the Department of Purchase & Property (DPP).
- Reviewing and preparing TPRFP's RFPs, MOAs, and MOUs for OCPM commissioner's approval.
- Submitting approved TPRFP's RFPs, RFI and RLI to the DHS website for posting.
- Preparing award letters and award agreements to potential bidders.
- Ensuring vendors are registered in the NJSTART Vendor System to conduct business with DHS divisions.
- Gathering all necessary DPA Forms, PB-120, PB-119 telephone quotations, and sealed bid proposals from non-contract vendors.
- Logging in/out Request for Proposals (RFPs), Waivers, Amendments, and Re-Procurements in the Office of Contract Policy Management (OCPM) SharePoint system.
- Gathering all necessary documentation from DHS divisions for OIT, OMB, and CCAU approvals.
- Providing technical assistance with contract preparation.

NJ DEPARTMENT OF TRANSPORTATION, EWING, NJ**October 2018 – April 2021***Responsible for procuring large-scale commodities, equipment, and supplies for NJDOT in the New Jersey MACSE procurement system.***Administrative Analyst 2, Procurement**

Duties Included:

- Preparing procurement-related correspondence to the accounting department for proper approval.
- Reviewing and preparing Request for Proposals (RFPs) and re-procurements to meet NJDOT operational needs to the Department of Purchase & Property (DPP).
- Identifying the best procurement method to be used following State legislation, policies, and procedures, including analyzing procurements to determine the most cost-effective procurement.
- Gathering all necessary Delegated Purchasing Authority (DPA) documentation, PB-120, PB-119 telephone quotations, and sealed bid proposals from non-contract vendors.

- Supporting the buying units through the review and analysis of proposals for procurement regarding cost-benefit analysis, including recommendations for awards Logging out requisitions in the Fleet Tracking system utilizing the P2 Status Center.
- Preparing proposals for solicitation of bids.
- Identifying, gathering, and evaluating relevant procurement data that affect Department operations and progress.
- Attending mandatory pre-bid meetings for small construction projects to meet NJDOT operational needs.
- Preparing routine correspondence to vendors via email, fax, and phone.
- Assisting DOT requestors in determining specific operational needs.
- Expediting time-sensitive requests for DOT divisions.
- Maintaining accurate procurement files and records.
- Assisting in the development of new P-Card opportunities within the vendor community.
- Maintaining EMS Excel worksheet for procurement staff IT Hardware and Software installments.
- Utilizing NJSTART to access various info such as contracts, vendor contact information, vendor terms and categories bid solicitations and method of operations.

NJ DEPARTMENT OF TRANSPORTATION, EWING, NJ**November 2015 – October 2018**

Responsible for procuring large-scale commodities, equipment, and supplies for NJDOT in the New Jersey MACSE procurement system, and ECATALOG systems.

Administrative Analyst 1, Procurement (September 2017 - October 2018)

Administrative Analyst Trainee (October 2016 - September 2017)

Assistant Buyer (November 2015 - September 2016)

Duties Included:

- Identifying the best procurement method to be used following State legislation, policies, and procedures, including analyzing procurements to determine the most cost-effective procurement Procuring large-scale commodities, equipment, and supplies for NJDOT in the MACSE, and ECATALOG systems.
- Preparing procurement-related correspondences to the accounting department for proper approval.
- Gathering all necessary DPA Paperwork, PB-120, PB-119 telephone quotations, and Sealed Bid proposals from non-contract vendors.
- Logging out requisitions in the Fleet Tracking system utilizing the P2 Status Center.
- Preparing proposals for solicitation of bids.
- Attending mandatory pre-bid meetings for small construction projects to meet NJDOT operational needs.
- Preparing routine correspondence to vendors via email, fax, and phone.
- Assisting DOT requestors in determining specific operational needs.
- Expediting time-sensitive requests.
- Maintaining accurate procurement files and records.
- Assisting in the development of new P-Card opportunities within the vendor community.
- Maintaining EMS Excel worksheet for procurement staff IT Hardware and Software installments.
- Serving as the liaison between the local high schools and the organization.

NJ MOTER VEHICLE COMMISSION, Trenton, NJ**December 2013 – November 2015**

Responsible for oversight and processing various orders for the purchase of commodities in the MACSE and ECATALOG systems.

Technical Assistant 2, Purchasing**Duties Included:**

- Preparing procurement-related correspondences to the financial department for proper approvals.
- Gathering all necessary Delegated Purchasing Authority (DPA) documentation, PB-119 telephone quotes, and sealed bids from non-contract vendors.
- Maintaining OIT approval spreadsheet log.

- Logging in and logging out all requisitions into MVC procurement Excel database and NJDOT database systems.
- Preparing routine correspondence with vendors via email, fax, and phone.
- Filing and maintaining all procurement files

KESHA COX

page 4

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EDUCATION

AMERICAN INTERCONTINENTAL UNIVERSITY, Hoffman Estate, IL
(BS) Business Management

2009 - 2011

AMERICAN INTERCONTINENTAL UNIVERSITY, Hoffman Estate, IL
(AAS) Associate in Business Administration/Human Resources (with Honors)

2007 - 2009

LEADERSHIP/OTHER

Professional Training: NJ Department of Transportation bi-annual procurement training, covering NJ Division of Purchase and Property purchasing guidelines and contracts, DPA training, NJSTART Training, DFYS Pre-Service training, Domestic Violence, Case Planning with Youth, Children and their Families, Concurrent Planning, Immigration training, and Gang Awareness training. SimpliGov IT Procurement Workflow Q&A Meetings.

Technology Skills: Microsoft Windows 2016, Excel, MAXSTAR computer systems, State of NJ MACASE procurement system, ECATALOG requisition system, Outlook, APRWS-Automated Procurement Requisition Workflow System, NJSTART, NJ Fleet Tracking System, Adobe Contribute 6.5, NJ Spirit and Safe Measures Systems, Office SharePoint, Citrix, ZSCALER, and Go To My PC.

REFERENCES AVAILABLE UPON REQUEST