

Peter John Bedard
203-558-7383 peteww88@gmail.com

PERSONAL INFORMATION:

Peter John Bedard

Day/Evening telephone number: 203-558-7383 C

Peteww88@gmail.com

U.S. citizen

SSN:XXX-XX-6389

EDUCATION:

Rhode Island College

Providence, RI

Bachelor of Science in Special Education – January 2006

GPA: 3.69

Rhode Island College

Providence, RI

Bachelor of Science in Elementary Education with a concentration in Mathematics – January 1994

GPA: 3.17

Naugatuck Valley Community College

Waterbury, CT

18 credits towards an Associate's degree in Business – May 2015

GPA: 3.95

WORK EXPERIENCE:

Contract Specialist, Department of Veteran's Affairs

Network Contracting Office 8

8875 Hidden River Parkway, Tampa, FL 33637

January 2020 – Present

Supervisor: Yamil Gomez

(813) 631-2831

Hours worked per week: 40

Salary: GS11 step 4

Contract Specialist

Manage, perform, and administer contracting functions for healthcare resources using simplified acquisition procedures, negotiation and other approved methods. Plan acquisitions for standard or specialized items contracts where specifications have become standardized and established competitive markets and price competition exist. Review and interpret all contractual data including direction from the FAR/VAAR requirements and commercial terms and conditions. Verify sole source documentation to justify compliance with Federal Acquisition Regulations for open market procurements and Federal Supply Schedule. Prepare memorandums, determinations and findings, justifications and approvals. Follow the established Procurement Action Lead Time (PALT) Schedule for the procurement of supplies to meet agency requirements, deadlines, and time restraints. Apply my knowledge of the FAR, VAAR to contracts and modifications by incorporating contract clauses/terms and conditions with reference to federal and statutory laws that are applicable. Review and implement requirements to include descriptions, government furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Create and document all required actions in eCMS utilizing milestone plans, briefcase index and comply with agency policy regarding eCMS usage with applicable paperless methods for all contracts. Prepare SF1449 contract document selecting appropriate clauses, ensuring clear and complete specifications, including packing and delivery requirements or other routine supplemental stipulation. Use primarily firm fixed-price contracts, indefinite delivery contracts, blanket order agreement, blanket purchase agreement when historical and precedent data are available. Obtain data on marketing trends, supply sources, and trade information. Communicate and interact with Contract Officer, Finance Manager

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and network management, to identify and manage accounting procedures and maintain all contract documentation in audit-ready format. Develop, organize, and assign working acquisition plan assignments for the Healthcare Resources Team members. Trained interns and peers to correctly perform the duties needed as a Contract Specialist with successful results.

Contract Specialist, CTARNG USPFO

Camp Hartell, Building P123, 580 North Street Windsor Locks, CT 06096

July 2015-January 2020

Supervisor: LTC Frank Tantillo

860-386-4109

Hours worked per week: 40

Salary: GS11 step 3

Contract Specialist

Responsible for providing sound business advice in the execution of a wide range of contracting functions including pre-award and post award activities for a variety of complex commodity, service, construction, architect-engineering, automated data processing equipment, software contracts, multi-year, and multi award best value Task order Contracts. Independently develops and promotes acquisition strategies/plans and competition programs as they relate to the execution of the Small Business Program. Follows FAR/DFARS regulations. Contracting accomplished through negotiation, sealed bidding, or simplified acquisitions procedures for commercial items and complex non-commercial items. Serves as a liaison between Contracting Officer and the COR on service related contracts. Interfaces with customers throughout the contracting process. Provides assistance with required documents such as Justification and Approvals, Small Business Coordination, Quality Assurance Surveillance Plans, etc. Monitors contractor performance for compliance with applicable laws, delivery schedules, payment provisions, contract data reporting requirements, and other contractual requirements. Resolves delivery schedule problems with contractor and buying activity, and negotiates delivery schedule changes. Performs final closeout of assigned contracts; e.g., assures delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending final closeout of the contract.

Army National Guard, 192nd Engineer Battalion

Stratford, CT 06614

July 2018 – 2021

Deployment: September 2018 – June 2019, Southwest Asia

Supervisor: Nichole Giunto

203-683-6120

Property Book Officer (PBO), QM, 920A

BN PBO in support of USFOR-A OTH; administers and manages the Army supply systems; maintains inventory control; supervises purchasing procedures, inventory handling and storage, record keeping, and stock control; is responsible for accounting and management of capital stock for units and installations; analyze and interpret manual and automated property accounting procedures; develops and administers supply budgets for units or installations; forecasts and plans supply requirements; uses automatic data processing in the supply areas; provides guidance and assistance to subordinate unit and activity commanders; establishes procedures for requisitioning, receiving, storing, and issuing supplies; establishes and maintains formal and informal lines of communication with supply control, maintenance, and transportation units with supported activities; may monitor or evaluate supply contractor's performance; prepares reports and correspondence; analyzes results of property book reconciliations to determine if systematic problems exist.

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Army National Guard, 1943rd Contingency Contracting Team

Hartford, CT 06105

October 2013 – Oct 2017

Supervisor: LTC David Ohearn 860-209-6608

Hours worked per month: 16 Salary: E6

Contract Specialist

I perform the full range of pre and post award contracting functions for the procurement of supplies and services for the state of CT. Reviews procurement requests, conducts acquisition planning, prepares and reviews solicitations, responds to pre-proposal inquiries, serves as member of source selection boards, conducts price analysis and cost analysis, evaluates contractor cost/price proposals, handles contractor claims and requests for equitable adjustments and resolved invoicing, delivery and performance issues. Prepares determinations and findings, justifications and approvals, price negotiation memorandums, and business clearances for Fixed Price, Indefinite Delivery, Cost Reimbursement, Basic Ordering Agreements, Cost-Plus Fixed Fee, Maintenance, Research and Development, and Time and Materials contracts. Supports the CTARNG United States Property & Fiscal Office (USPFO) mission by completing 44 contract closeout actions, including completion of all items on the contract closeout checklist and de-obligating all remaining funds on the contract.

OTHER QUALIFICATIONS:

Job Related Training:

Graduate of the Advanced Individual Training Quartermaster School; Honor Graduate: March 2010

Graduate of the Army Intermediate Contracting Course; Honor Graduate: September 2016

Attained 24 Business Credits from areas of accounting, business law, economics, quantitative methods, statistics, finance, and management.

WOCS class 17-001

Appointed WO1 on 23 Sep 2017; Commandant's List; MOS 920A

Completed WOBC on 07 Mar 2018 Property Accounting Technician

Commissioned CW2 on 23 Sep 2019

Job Related Skills:

Proficient in Microsoft Word, working knowledge of PowerPoint and Excel

Job Related Certificates:

DAWIA Certified Acquisition Professional Level III: April 2017

FAC-C LV 3: April 2020

Small Business Professional for the CTARNG office 2017-2020

Job Related Honors, Awards & Activities:

Hold Secret Security Clearance: August 2019; Army Achievement medal (2); Army Reserve Components

Achievement Medal, Army Commendation Medal (2), Global War On Terrorism Expeditionary Medal, Global War

On Terrorism Service Medal, Armed Forces Reserve Medal w/ M Device

Deployment:

Southwest Asia 9/18 – 6/19

Warrant Officer 1 - QM

Property Accounting Technician; Non-Tactical Vehicle Lease Manager