

**Ezzard C. Spencer, Jr., NIGP-CPP, NIGP-PPA, FCCN FCCM**

Coral Springs, Florida 33071

954-681-2214 \* [Espencer7479@gmail.com](mailto:Espencer7479@gmail.com)

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**EXECUTIVE PROFILE**

A result oriented public procurement professional with 19 years of progressively responsible experience in municipal government. Strong leadership skills and proven track record of innovation, process excellence, best practices and cost savings. Leader on the development and implementation of organizational design, sourcing strategies, contract negotiations, policies and practices. Experienced in construction, engineering (CCNA), and municipal government basic/advanced commodity and service procurement. Knowledge of the municipal budgeting process, and creative problem solver with excellent public communication skills.

**SKILL HIGHLIGHTS**

- Municipal Government Procurement Business Practices.
- Considerable knowledge of laws, policies and procedures governing public procurement.
- Strategy Development and Execution.
- Considerable knowledge of municipal budgeting and accounting principles and practices and required maintenance of records and files.
- Considerable knowledge in contract negotiating
- Ability to communicate effectively in oral and written, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Management/Supervision.
- Considerable skill in researching and preparing highly complex specification, solicitations and contract documents
- Possess complete integrity and a high sense of personal and professional ethics.
- Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies.
- Ability to read, interpret, explain and properly apply rules, regulations, laws, policies and procedures.
- Ability to make difficult decisions and award contracts impartially and objectively.

**PROFESSIONAL EXPERIENCE**

**City of Plantation**

January 2021- Present

**Interim Procurement Director**- Main responsibility is the planning, organization, development and coordination of the centralized purchasing activities of the City. This position serves as the principal public purchasing official for the City and responsible for the procurement of supplies and services in accordance with applicable federal, state and local laws, ordinances, rules and regulations. Main duties include, but are not limited to:

- Prepares operational procedures governing the procurement functions of all City departments. Continuously reviews policies and procedures in order to improve and standardize the procurement process.
- Administers the City-wide purchasing and procurement function in accordance with Chapter 23, City Code of Ordinances.
- Ensures purchasing practices are consistent, open and designed to encourage maximum competition.
- Establishes standard contract clauses for use in City contracts, solicitations, and purchase orders.
- Reviews contracts, purchase orders, change orders and other documents within delegated authority.
- Establishes and ensures maintenance of the department's compliance with the procurement code, standard operating procedures, and local, state and federal regulatory standards and requirements: ensures staff are apprised and trained in new or changing standards, processes and procedures.
- Plans and organizes the release of all solicitations (i.e., bids, request for proposal, etc.); ensures that all solicitations meet City, county, state and federal regulations.
- Develops and recommends new systems and procedures relating to procurement activities.
- Analyzes pertinent market trends and conditions which impact on the City's purchasing activities with regard to product lines, innovations, availability, reliability and other factors.
- Conducts regular meetings with staff to provide updates, address special problems, recognize individual and group accomplishments and communicate any new or changing initiatives.
- Establishes and maintains safeguards to ensure the quality and integrity of the City's procurement system, policies, and procedures.

**City of Plantation**

August 2015 to December 2020

**Procurement Administrator-** Responsible for directing and supervising the operations of the centralized large-scale procurement of a wide variety of commodities and services for Citywide uses involving considerable expenditure of public funds. Activities included but not limited to:

- Plans, organizes, develops and coordinates effective procurement procedures and procurement thresholds for the requisition and procurement of materials, equipment and services.
- Develops and maintains procurement manuals; establishes and maintains records and controls relating to City procurement activities.
- Assures compliance with local, state and federal procurement policies, procedures and regulations governing public procurement and competitive bidding.
- Coordinates and prepares bid specifications, advertising, and selection processes for purchases requiring competitive bids.
- Reviews and approves citywide departmental bids (including telephone/fax bids, written formal and informal bids, and items requiring council approval).
- Communicates with vendors, external sales staff, and all levels of internal staff concerning the availability and purchase of various items.
- Oversees the preparation, administration and monitoring of maintenance and service contracts for citywide equipment and coordinates service requests from departments.
- Coordinates the receipt, storage and inventory of surplus equipment and participates in the disposal and auction of equipment.
- Ensures compliance with the City code and procurement policies and procedures by reviewing and monitoring procurements conducted by any designee, department or official.
- Makes preliminary recommendations on procurement decisions.
- Acquisition of all types of professional services such as architectural, engineering, landscape architectural, or registered surveyor and mapper services in accordance with "Consultants' Competitive Negotiation Act" (CCNA) and other applicable Chapters of FS 287 and FS 255.
- Review and execute contracts, purchase orders, change orders and other documents within delegated authority.

**City of Plantation**

2008 to July 2015

**Utilities Budgeting & Purchasing Manager-** Responsible for general oversight of the Utilities Department Budgeting and purchasing process within delegated authority. Activities included but not limited to:

- Assists Utilities Director with budget preparation.
- Monitors capital operating expenditures.
- Develops, implements and monitors complex purchasing guidelines, policies and procedures.
- Directs the supervision of the procurement, storage, and inventory surplus equipment and participates in auction of equipment.
- Oversees the preparation, administration and monitoring of maintenance and service contracts for Utilities Department equipment and coordinates service requests.
- Analyzes data to predict price trends and provides input for budget process.
- Develops and monitors a system of potential bidders, qualified bidders and existing vendors.
- Consults with department personal on procurement needs, advises best methods of requiring goods and services.
- Ensures compliance with the City code and procurement policies and procedures by reviewing and monitoring procurements conducted by any designee department or official.

**City of Plantation**

July 2001 to 2008

**Utilities Department, Buyer Inventory Control-** responsible for purchasing a wide variety of water and sewer material and services for the Utilities Department.

- Review Utilities requisitions. Secure and compare pricing information, quality, and availability of materials, supplies and equipment.
- Interact with vendors.
- Place orders with approved vendors; follow up on complaints, and review/evaluate new products.
- Inspect quantity/quality of goods. Follow up on delayed deliveries and discrepancies.
- Assist with the development of potential bidders, qualified bidders and existing vendors
- Receive, store, record and issue supplies.

- Maintain inventory and warehouse stock room.
- Perform accounting that relates to maintenance of inventory records.

## **PROFESSIONAL DEVELOPMENT, TRAINING AND EDUCATION**

### **Certificates of Completion**

- How to Process and Evaluate Bids (National Institute of Governmental Purchasing)
- Introduction to Public Procurement (National Institute of Governmental Purchasing)
- World Class Procurement Practices (National Institute of Governmental Purchasing)
- Negotiation Strategies and Techniques (The George Washington University)
- Contract Administration (National Institute of Governmental Purchasing)
- Negotiation in Florida (Department of Management Services, Division of State Purchasing)
- Cost and Price Analysis for Contract Evaluation (The John Scott Dailey FL Institute of Government at Florida Atlantic University)
- Construction Procurement/CCNA (National Institute of Governmental Purchasing)
- Specialization Certificate: Construction Procurement (National Institute of Governmental Purchasing)
- Foundations of Planning and Analysis (National Institute of Governmental Purchasing)
- Foundations of Sourcing and Contracting (National Institute of Governmental Purchasing)
- Foundation of Strategy and Policy (National Institute of Governmental Purchasing)
- Advancing Accountability (Florida Department of Financial Services)
- Supervision in Government (Training Network of South Florida)
- Fundamentals of Emergency Management (Emergency Management Institute)
- Emergency Manager: An Orientation to the Position (Emergency Management Institute)
- An Introduction to the National Incident Management System (Emergency Management Institute)
- ICS for Single Resources and Initial Action Incident (Emergency Management Institute)
- Emergency Planning (Emergency Management Institute)
- Introduction to CERT (Emergency Management Institute)
- Water Distribution Class “C” (Florida Water & Pollution Control Operators Association)
- Water Distribution Class “B” (Florida Water & Pollution Control Operators Association)

### **Designations and Certifications Earned**

- Florida Certified Contract Manager “FCCM” (Department of Management Services, Division of State Purchasing)
- Florida Certified Contract Negotiator “FCCN” (Department of Management Services, Division of State Purchasing)
- Public Procurement Associate “NIGP-PPA” (National Institute of Governmental Purchasing)
- Certified Procurement Professional “NIGP-CPP” (National Institute of Governmental Purchasing)
- Construction Procurement Specialization Certification (National Institute of Governmental Purchasing)
- Class 3 Distribution System Operator (Department of Environmental Protection)

### **Education**

- Boyd Anderson High School, Lauderdale Lakes, FL 1997

## **AFFILIATIONS**

- National Institution of Government Purchasing “NIGP”
  - Currently serving on the National Test Development Committee
- Southeast Florida Co-Operative Group
  - Currently serving as Co-Chair
- Southeast Florida “NIGP” Chapter
  - Currently serving as By-Laws Chair

Professional and personal references are available upon request.

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