

TOWN OF PORTSMOUTH, RI
BOARDS/COMMISSIONS/COMMITTEES
APPLICATION FORM

RECEIVED
PORTSMOUTH, R.I.
2021 FEB -9 1 P 3: 04
JENNIFER M. WEST
TOWN CLERK

Date: 02/09/2021 New Appointment: XX Re-Appointment: _____

Board/Commission/Committee Being Applied For: Senior Housing Senior Center Development Committee

(PLEASE PRINT) NAME: Nancy Howard

FULL STREET ADDRESS: _____

MAILING ADDRESS (if different): _____

TELEPHONE NUMBERS:

HOME: _____ BUSINESS: _____ CELL: _____

E-MAIL: _____

PRESENT EMPLOYER NAME AND ADDRESS: Retired

LENGTH OF EMPLOYMENT: 30+

EDUCATIONAL BACKGROUND: _____

WORK AND EXPERIENCE RELATED TO POSITION BEING APPLIED FOR:

Work Experience - twenty five years of responsibility for procurement planning; developing procurement objectives to meet the goals of the program; determining and developing the contractual vehicles; determining appropriate clause provisions such as cost accounting standards, requirements for technical proposals, testing procedures, cost data requirements and socioeconomic programs; conducting pre-proposal conferences as required; soliciting proposals; performing cost or price analysis including review of cost breakdown to determine reasonableness and cost realism; obtaining audits and pricing reports to develop negotiation strategy; leading the negotiations with the contractor; awarding the contract; interpreting technical, legal and audit decisions and analyzing their impact on the procurement as well as identifying trade-off and alternate courses of action; performing post award administration such as change orders, issuance of stop work orders, cost adjustments, issuance of cure notices or show cause letters, monitoring Government property reporting, termination of contracts for convenience of the Government or default by the contractor; providing advice and direction to other Contract Negotiators on contractual matters as necessary. Additional Experience - SEE PAGE TWO

PROVIDE A BRIEF EXPLANATION OF YOUR INTEREST IN THIS POSITION:

Since I am retired want to give back to the community.

SIGNATURE OF APPLICANT: Nancy Howard

Additional experience -

St. Mary's Church

- Assist with Coat Drive benefiting Newport Shelter
- Assist with Food drives
- Assist with Soup Kitchen – St Paul's Newport

Town of Portsmouth

- Restoration Advisory Board (RAB) 2018- present
- Economic Development Committee April 2016- present
- Agriculture Committee October 2013- August 2017
- Farm Tax Exemption Task Force 2011- completion

Explanation of interest – Now that I am retired, I want to give back to the community.