

# KRISTY BADA

## Public Procurement Professional

KristyBada@miamibeachfl.gov



Miami, FL



### Professional Summary

Dynamic and results-oriented procurement professional with 17 years of experience ensuring transparency, fairness, and efficiency in government purchasing processes inclusive of 5 years of experience in Public Works. Seeking to apply expertise in public procurement regulations, contract management, and vendor relations to support the mission and objectives of the City of Miami Beach. Committed to upholding the highest standards of integrity and accountability while maximizing taxpayer value through strategic procurement practices.

### Skills

Public Procurement  
Regulations, Policies, and  
Procedures

Negotiation, Contract, Vendor  
Management

Stakeholder Engagement

Relationship Building

Problem-Solving

Financial Principals

Budget Management

Strong Work Ethic

### Professional Experience

Interim Chief Procurement Officer, City of Miami Beach, May 2024 – Current

Responsible for leading and managing the Procurement Department.

- Responsible for planning, organizing, developing, and coordinating procurement activities for the entire City.
- Oversee the procurement of goods, supplies, and services in compliance with federal, state, and local laws, ordinances, rules, and regulations.
- Plan and direct the activities of the Procurement Department, providing professional support and sound contractual advice to all stakeholders involved in acquiring goods, services, construction, and other related activities.

Procurement Contracting Manager, City of Miami Beach, 2022 – April 2024

Responsible for managing the Procurement Officers and members of the Analyst job class family, currently a staff of nine (9).

- Develop annual project plans and manage workloads of staff to ensure strategic goals are met and assist departments in streamlining the acquisition of goods and services.
- Review departmental City Commission agenda Items.
- Develop strategies to achieve the City's goals and objectives.
- Manage highly technical and complex specifications, solicitation documents, and contracts, including all related research and value analysis. Refer to the Project Accomplishments attachment.
- Manage all contract negotiations regarding the scope of work, prices, terms, and conditions.
- Ensure transparency and ethics such as honesty, integrity, and fairness in all interactions with suppliers, contractors, and other stakeholders.
- Conduct applicant selection and hiring for the officer and analyst teams.
- Manage and administer departmental and citywide procurement training.
- Streamline processes to achieve greater efficiency, transparency, and value. For example, implement fully electronic bidding, electronic bid bonds, a procurement action request intake system, a solicitation process checklist, an officer project transfer process and electronic form, and regularly review and update boilerplates.

Contracting Officer III, City of Miami Beach, 2016-2022

Senior level rank of the Contracting Officer job class, responsible for managing the Procurement Officers job class family, a staff of five (5).

- Developed annual project plans and managed workloads of staff.
- Reviewed departmental City Commission agenda Items.
- Conducted applicant selection and hiring for the Officer team.
- Prepared highly technical and complex specifications, solicitation documents, and contracts, including all related research and value analysis. Refer to the Project Accomplishments attachment.
- Led complex negotiations with consultants and contractors.
- Engaged in strategic procurement planning by routinely meeting and communicating with client departments.

### Education

Master of Public  
Administration  
Florida International University  
Miami, FL  
2006-2007

Bachelor of Criminal Justice  
Florida International University  
Miami, FL  
2001-2005

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### Technical Skills

Microsoft Office Suite

Adobe Creative Suite

Munis ERP System

### Professional Development

NIGP Certified Procurement Professional  
2021

Certified Public Procurement Officer  
2019

Certified Professional Public Buyer  
2018

City of Miami Beach  
Leadership Academy  
2021

### Professional Experience

Contracting Officer II, City of Miami Beach, 2015-2016

Responsible for all aspects of contracting transactions from initiation to contract closeout for the centralized procurement of commodities or services for assigned department(s) and/or commodity groups.

- Managed highly technical and complex specifications, solicitation documents, and contracts, including all related research and value analysis. Refer to the Project Accomplishments attachment.
- Led the negotiations process, complying with all applicable regulations pertaining to negotiations.
- Reviewed and approved requisitions to ensure compliance and internal controls with applicable regulations and ensure best value for taxpayer resources.

Procurement Specialist, Village of Palmetto Bay, 2013-2015

Responsible for coordinating, processing, and overseeing all procurement activities for the Village, performing research, and analyzing results for matters related to procurement.

- Prepared all solicitations for the Village and managed all aspects of the procurement, for example, public meetings, tabulations, evaluations, and awards.
- Ensured award recommendations are within the context of established laws, policies, rules, and regulations.
- Negotiated and ensured contracts were consistent with approved Resolution(s) and the applicable solicitation, policies, and ordinances.
- Managed all Village contracts and coordinated renewal when required with departments.
- Guided and assisted staff, vendors, contractors, and members of the public in matters that relate to the Villages' procurement policies and procedures.
- Reviewed and approved all departmental purchase requisitions for goods and services.
- Conducted market analysis and assessed market conditions and trends to identify and recommend sources and products that are financially advantageous to the Village.
- Analyzed in-house purchasing patterns throughout all departments to determine the potential for large-scale purchases to reduce costs.
- Recommended administrative policies and procedures to facilitate the purchasing process in accordance with all applicable codes and laws.

Public Works Administrative Assistant, Village of Palmetto Bay, 2008-2013

Provide administrative support to the Public Works Department, assisting with various tasks to ensure the smooth operation of departmental activities.

- Prepared solicitations for the department and managed all aspects of the procurement, for example, public meetings, tabulations, evaluations, and Council meeting awards.
- Managed and administered departmental contracts to ensure performance and completion.
- Assisted with budget tracking, expense reporting, and invoice processing.
- Maintained records of departmental expenditures and reconciled financial transactions as needed.
- Prepared purchase orders and requisitions for supplies, equipment, and services.
- Managed administrative functions of the department.
- Managed and supervised shuttle bus operations and operators for the Village of Palmetto Bay.

Administrative Aide/Receptionist, Village of Palmetto Bay, 2007-2008