

2987

CITY OF CAMBRIDGE
BUDGET PERSONNEL
DEPARTMENT

Gail A. Cohen
12 Belmont Place
Melrose, MA 02176
Home: (617)665-1308
Work: (617)727-7500 ext.323

APR 21 11 0 AM '94

PROFESSIONAL EXPERIENCE:

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PROCUREMENT AND GENERAL SERVICES**

Legal Bureau, Deputy General Counsel, 1990 - Present

- o Provide legal assistance to the Bureau of Information Technology Acquisitions, the Executive Branch unit responsible for procuring information technology resources i.e., telecommunications systems and computer hardware and software.
- o Provide legal assistance to commodity buying units procuring commodity supplies.
- o Negotiate contractual terms and conditions with vendors, including software licensing agreements, lease/purchase agreements, sales agreements, maintenance and other service agreements.,
- o Participate in competitive procurements for information technology resources and complex commodities. Serve as legal counsel to Selection Boards issuing Requests for Proposals and Invitation for Bids from the document drafting stage through vendor appeal.
- o Furnish legal advice to Commonwealth agencies with respect to legal and/or procedural requirements for their procurements.

COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF PUBLIC WELFARE

Systems Unit, REVS Contract Administrator, 1987 - 1990

- o Administered the Recipient Eligibility Verification System (REVS) contract for REVS, an on-line Medicaid eligibility verification system.
- o Monitored Contractor (EDS Corporation) submission and Department review of deliverables.
- o Monitored Contractor adherence to implementation and performance milestones.
- o Reviewed Contractor submitted system documentation and production reports.
- o Assisted in contract negotiations and drafting of contract terms and conditions.
- o Assisted in drafting REVS Request For Proposals, REVS evaluation protocol and Federal Advanced Planning Document.

Contracts and Audit Unit, Contract Analyst 1985 - 1987

- o Provided technical assistance to Department units conducting competitive and noncompetitive procurements.
- o Drafted and reviewed contracts and Request for Proposals for completeness, accuracy and adherence to state procurement regulations.

RAYTHEON COMPANY

Government Contracts Group, Contract Specialist, 1983 - 1985

- o Participated in Raytheon's Contract Management Development Program. Assignments included manufacturing , service contract and research and development facilities.
- o Negotiated and administered defense contracts with the Army, Navy, Air Force and private corporations.
- o Assisted in the preparation of bids for cost plus fixed fee, fixed price and time and materials contracts.
- o Attended corporate seminars on government contract law.

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EDUCATION:

UNIVERSITY OF MIAMI SCHOOL OF LAW Coral Gables, FL
Received Juris Doctor 1983. Dean's List. Admitted to Massachusetts Bar, December 1983.

BOSTON UNIVERSITY GRADUATE SCHOOL Boston, MA
Department of Anthropology, Doctoral Program, 1980. Graduate Teaching Assistantship.

VASSAR COLLEGE Poughkeepsie, NY
Received Bachelor of Arts (Anthropology) 1979.

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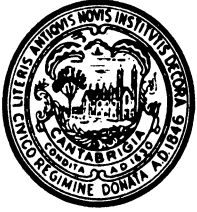
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CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300

FAX. 349-4307

EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

RICHARD C. ROSSI

Deputy City Manager

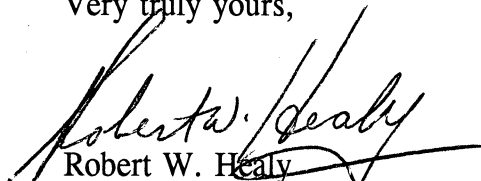
August 1, 1994

To The Honorable, The City Council:

This is to advise you that I have appointed Ms. Gail A. Cohen as the Purchasing Agent for the City of Cambridge.

Attached is Ms. Cohen's resume.

Very truly yours,


Robert W. Healy
City Manager

RWH/mev
attachment

Consent Agenda # 22

A-68

Appointment of Gail Cohen as Purchasing Agent.

In City Council,

August 1, 1994

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