

Submission Time: 11/7/2016 21:50

Name (last, first, mi): Mayo, Sofia P

Address (Street Address): 31427 46th Pl SW

City, Zip: Federal Way, WA

Mailing Address (if different):

Contact Phone: 2097519933 **Email:** sofia.p.mayo@gmail.com

Employer: Port of Seattle

Employer Address: Pier 69, Seattle, WA

Employer Phone: 2067875739

Are you a registered Voter in King County? Yes

Have you lived in Federal Way for at least a Year? Yes

Have you previously serves on a City board or commission? No

If yes, please list: couldn't attach my resume; please contact me if needed.

Are you able to attend meetings?

Evening: Yes **Daytime:** Yes

1. Please identify the experience, knowledge and skills you believe that you possess which you could use in working as a City Councilmember, and specifically how they uniquely qualify you for this position. (150 Word Max.) *

I have over eighteen years of public sector experience working in procurement, public works contracting, accounting and inventory management. My experience includes implementing policies and resolutions for a local Port district, a municipality, a transit district and school district. As a public servant, I understand the unique opportunities public agencies encounter when needing to provide services to the public in an efficient and transparent manner. I also have a Master's Certificate in Government Contracting from George Washington University; a Master's Degree in Public Administration from the University of San Francisco; along with being honored as the "Rising Star" in 2008 by the American Society for Public Administration, Sacramento Chapter, for my commitment to the public sector. Most importantly, as a resident with a young family, I understand the importance of caring for our community by exploring options that leave our City better for those who will remain after us.

2. What is your understanding of the role of a council member? (150 Word Max.) *

As a council member, I view my main responsibility as engaging in the Federal Way community to understand our diverse needs in order to effectively establish law and policy. My responsibility also includes a consistent commitment in studying the various issues to effectively apply the best ordinances and resolutions for the future of the City. Unfortunately, many ordinances or resolutions are passed that have good intentions, but are an administrative burden for a City to maintain and do not fully realize the goal for which it was created. It is with this focus that I will lead with my fellow council.

3. What ideas and suggestions do you have to enhance economic development in our downtown and around the City? (150 Word Max.) *

The City has a 20-year Comprehensive Plan that details the long range vision for our city. As a new council member, it's imperative to understand what worked, what will continue to work, and what may need to change in order to attract businesses, enhance our education opportunities, and provide well-paying jobs in our community. With the departure of Weyerhaeuser, it is critical to use that space as our next collegiate satellite location as this will give easier access for our residents to obtain higher education. This will also provide greater visibility in our community of college opportunities to our younger generations. Another area to explore in support of this plan would be to partner with private firms in order to maintain or enhance our infrastructure by working with the mayor, council and city experts to explore areas that will grow our community, but may require taking more risks.

4. Please identify what you feel are the top opportunities and priorities for the future of the City – how would you rank such issues, and how would you proceed with developing ideas and/or implementing them? (150 Word Max.) *

Increasing educational opportunities for our children: having a population with only 25% of it having a bachelor's degree or higher directly correlates with the poverty level, crime rates and decreased economic growth. The only way to improve our quality of life and attract future businesses is to increase the priority and support we provide to our public school system. We need to form public-private partnerships to provide internship/employment opportunities, mentoring programs for our under served communities; and after-school opportunities. It takes a village to raise our children.

Decrease personal and property crime: most recently, this has been an increased concern of our mayor and residents. It's important our residents and businesses feel safe in our community. The only way to maintain lower crime rates is by increasing police funding and provide community awareness training while ensuring our police force is trusted within the minority communities within the City.

5. If appointed to the Council, what changes would you like to see? How would you go about making any change? (150 Word Max.)

I believe the City has done a good job in maintaining a quality of life for our community. The reason I am applying for this opportunity is because our population is relatively young and diverse. The Council

needs to represent the community it serves and it currently does not. I will be able to relate, understand, and communicate with our residents based on my background and experiences, both professionally and personally. By being selected for this vacant seat, it will move the current Council one step closer in representing those it serves. My main interest is increasing our educational opportunities in the area, so I will work to continue the efforts already undertaken and enhance the efforts as needed to meet that goal.

Cover Letter Attached:

http://www.cityoffederalway.com/sites/default/files/webform/SP%20Mayo_Cover.docx

Resume Attached:

November 7, 2016

Sofia P. Mayo
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209-751-9933
sofia.p.mayo@gmail.com

City of Federal Way
Attn: City Council

In response to the City of Federal Way's City Council vacancy, my 18 years of public sector experience in the public sector in procurement, public works construction contracting, auditing and accounting will assist me in effectively serving the City in an efficient and transparent manner. I have several successes in implementing policies and resolutions; creating standard operating procedures, and implementing strategic plans for a port district, a transit district; a municipality and a public school district. I also have a Master's Degree in Public Administration along with a Master's Certificate in Government Contracting.

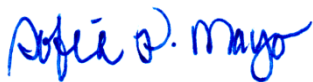
I am currently the Senior Manager of CPO Service Agreements for the Port of Seattle. In my first year, I accomplished the following major improvements:

- ✓ Participated in the strategic Long Range Planning Team, Workforce Development.
- ✓ Implemented the Contract Database System (CDS) to reduce 5 different Excel tracking systems to one consolidated access database improving our reporting capabilities.
- ✓ Implemented the pre-negotiation strategy process relating to best value pricing and terms/conditions.
- ✓ Assisted in developing and implementing the Revised CPO-1 Policy that increases the role and responsibility of Service Agreement's Contract Administrators.
- ✓ Trainer of the Port's Pilot program, PortGen. A program focused on teaching small businesses how to submit proposals and prepare for interviews.

Throughout my career, I have successfully used my influence to bring together diverse groups to balance competing business and political interests. I will listen to our younger residents by communicating with them, listening to their concerns; and engaging with underserved communities within the City.

I'm excited for this opportunity and look forward to meeting with the Council and the public to answer any questions about my experience, my education, and my ideas.

Thank you.



Sofia P. Mayo

QUALIFICATIONS SUMMARY

An accomplished public sector senior manager with 18 years of combined experience in professional and personal consulting services; construction; and purchasing; including non-traditional procurement methods. Results-oriented professional who leads in all areas of effective communication; which includes hands-on experience with influencing stakeholders with competing interests and engaging cross-functional teams. Effective manager with high degree of emotional intelligence when leading, coaching and motivating staff. Experienced manager who understands, trains, and implements Continuous Process Improvement principles. A motivated public sector leader who is committed to the strategic growth.

PROFESSIONAL EXPERIENCE

Jun 15/
Current **Senior Manager, CPO Service Agreements, Port of Seattle**

Lead, manage, and oversee staff of 7 direct reports managing all procurement phases for professional and personal services contracts. Lead the team in developing pre-negotiations strategies for price and/ or terms and conditions. Gather, analyze and synthesize data to provide direction on hourly rate negotiation strategies. Manage the Service Agreements budget. Provide coaching and mentorship to staff by recognizing their strengths and identifying developmental opportunities. Demonstrate managerial courage by setting clear expectations and maintaining staff accountable. Engage and influence stakeholders with competing interests. Leading and promoting the change of Service Agreements as a valued-added strategic partner.

- Leading 2 Procurement Excellence Transformation Opportunities: Scope of Work Development and Evaluations process.
- Implemented Revised CPO-1 Policy increasing CPO's role and responsibilities to increase our ability to provide strategic solutions.
- Implemented the consolidated Contract Database System.

Sept 10/
Jun 15 **Manager, Contract Administration, CPO Major Construction, Port of Seattle**

Managed and directed all areas of major works construction contracts, including preparation, administration and award of contracts of design-bid-build, design/ build, progressive design/ build, General Contractor/ Construction Manager; and small works methods. Assisted in the resolution of procurement issues involving legal, policy, administrative or cost of procurements. Managed the procurement protest process. Provided reports and responded to federal and local procurement audits. Removed administrative barriers to increase customer satisfaction. Engaged and helped facilitate cross-functional/ interdepartmental forums to stream line business processes. Assisted in the development and implementation of department budget plans. Contributed to the Port's emergency preparedness plan. Coached and mentored staff of 7 direct reports: set clear work performance goals; managed performance and behavior expectations; managed work load priorities, created opportunities for staff to learn and grow. Supported CPO Construction, Small Works Manager, as necessary, by executing small works contracts and work authorizations.

- The Port's CPI Lean Specialist since 2012; in addition to current duties.
- Council Member of the Port's Diversity and Development Council 2012-14.
- Publicly recognized for effective employee performance management.

Nov 08/
Sept 10 **Owner, Pimentel Consulting Group, Stockton, CA & Lakewood, WA**

Provided procurement and contract consulting services to executive team, directors, managers, and employees of Sunline Transit Agency, in California. Reviewed agency's policy, procedures, official documents, and processes to implement improvements and reduce material weaknesses in accordance with federal guidelines. Contract Manager for the design-build maintenance building project; including the management of all correspondence, reviewed allowable costs/ profit fees; and managed all subcontractor agreements.

- Provided mentoring and training to an administration specialist; she was promoted to Contract Specialist within six months after my training.
- Federal Transit Administration Triennial Audit of procurement files found no material weaknesses—an effort I led for Sunline.

Mar 08/
Aug 09

Senior Buyer, City of Stockton, Stockton, CA

Performed technical, research, writing, development, and organizational activities of proposal and bid development (IFB/RFP/RFQ) for construction, information technology, police, parks and recreation equipment, supplies, and professional/non-professional services. Obtained, evaluated, and analyzed bid/ proposals and recommended contract award. Reviewed terms and conditions of vendor agreements and negotiated cost savings. Prepared city council staff reports and resolutions for award/adoption. Provided contract/procurement consulting to city departments. Managed the City's purchasing card (P-Card) program. Attended executive staff meetings as necessary to represent Purchasing Agent. Supervised two unionized employees who oversaw the City's inventory/ supplier management program.

- Implemented online purchasing card (P-Card) reconciliation program for city-wide users; and created user training manual.
- Coordinated outreach public/ private sector event for environmentally preferred purchasing with Assistant City Manager.

Aug 05/
Feb 07

Procurement Specialist, San Joaquin Regional Transit District, Stockton, CA

Performed technical writing, development, and organizational activities of proposal and bid development (IFB/RFP/RFQ) for construction, including design/build projects, A&E, information technology, equipment, supplies, and professional/non-professional services. This included design-bid-build and design/ build procurements. Performed responsibilities specific to proposal goals including: preparation of provisions for and special/supplemental conditions, contractual project schedules, and project budgets. Prepared board reports/ resolution for board award recommendations. Negotiated terms and conditions for contract agreements, amendments, and addenda for equipment, supplies, professional services, and capital improvements projects; managed the contract administration for existing contracts. Supervised five employees, including one union employee; acted on behalf of the Chief Contracting Officer in his absence.

- Technical Project Lead in the successful implementation of the electronic procurement, inventory and contracts management ERP; District ERP trainer.

Aug 98/
Aug 05

Purchasing Technician, Stockton Unified School District, Stockton, CA

Assisted in the development and preparation of solicitation documents, including scope of work, special provisions, and terms/ conditions. Assisted in preparing, reviewing, and recommending award of RFPs, RFQs, and IFBs for equipment, supplies, and services; managed the administration of the State textbook contracts. Analyzed inventory stock usage and maintained appropriate levels. Supervised one college intern and one high school intern.

- District-wide trainer for purchasing ERP software program. Conducted training session, and phone support; instrumental in implementing the purchasing software module by providing assessment, documentation and process review.
- Acted as an Accountant from Feb 2005 through Aug 2005; managing the general ledger of Food Services and Facilities Planning.

EDUCATION

University of San Francisco, San Francisco, California

- Masters of Public Administration, 2007
- BS Public Administration, 2004

The George Washington University, Washington D.C.

- Master's Certificate, Government Contracting, 2012

PROFESSIONAL AWARDS

- "Rising Star" Award 2007, American Society of Public Administration – Sacramento Chapter