



KMD Business Consulting

Providing Business Services to the World

Statement of Qualifications

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www.kmdbusinessconsultants.com



KMD Consulting, Governmental Services (KMD) supports governmental entities – municipalities, towns, boroughs and school districts including charter schools in its management of business services. We offer support services that include, but not limited to purchasing, accounting and payroll applications, as well as the management of processes and policies.

On behalf of our clients, KMD Consulting Governmental Services will manage many aspects of purchasing, general ledger reconciliation, payroll processes, preparing and development of RFP/Bid and resolutions. Our services also include the following:

- AP/AR; Audits, Budgeting
- Benefits & Compensation
- Policy Development
- Project Management
- Team Leadership & Motivation
- Training Development
- Market Analysis
- Cost Accounting
- Oversee the bidding process
- Prepare and develop resolutions.
- Ensure that all contracts are fully executed and distributed to responsible parties.
- Review the approval of purchase orders
- Reconciliation of general ledger accounts
- Provide guidance and procedures on procurement laws of the State of New Jersey

We are flexible – offering selective or comprehensive services depending on our client's needs. Drawing from decades of experience, we strive to find ways of adding value to each issue while providing savings to each of our clients.

Our core beliefs and philosophies include:

- Meeting and exceeding our client's expectations — serving as their representative and protecting their interests.
- Delivering quality assignments on time and within budget.



Consulting Experience



City of Bridgeton, QPA



Rutgers University, Adjunct Professor



Gloucester Township Board of Education, QPA Warehouse Manager



City of New Brunswick, QPA



Rowan College Burlington County, Adjunct Professor



Camden City School District, Interim School Business Administrator, Asst. Business Administrator, Purchasing Agent, Student Activity Accounting Specialist, Acting Grant Specialist



Hi-Nella, School Business Administrator



Winslow School District, Accountant



Don Todd Associates, Construction Management, Community Relations Manager



Lawrence Township, Cumberland County, NJ, QPA



CASINO REINVESTMENT DEVELOPMENT AUTHORITY, PURCHASING MANAGER



ATLANTIC CITY SPECIAL IMPROVEMENT DISTRICT, PURCHASING MANAGER



Atlantic City Housing Authority, PURCHASING AGENT

Key Staff

Our owner and key staff have a minimum of 25 years of forward-thinking experience in the procurement industry. We have served in various capacities; as School Business Administrators, Assistant. Business Administrators, Qualified Purchasing Agents, Project Managers and Adjunct Instructors. We have, as a team and individually throughout our careers, overseen projects and have been involved in the daily operation of all aspects of



business services. Our team has a long history of experience; with a minimum of at least 25 years!

Millicent Davis, DBA., QPA (Retired)
Founder and CEO of KMD Consulting

DR. MILLICENT DAVIS, DBA , is an accomplished business professional, college professor and university instructor positioned to excel in Business Administration. Dr. Davis is well versed in the design and delivery of government procurement, contract administration, construction management as well as comprehensive courses, training modules, seminars, and workshops in areas of Business Management, Public Administration, Financial Literacy, and Project Management.

EDUCATION AND CREDENTIALS

Doctor of Business Administration; Emphasis: Leadership – Walden University, Minneapolis, Minnesota

Master of Business Administration; Emphasis: Entrepreneurship – Walden University, Minneapolis, Minnesota

Bachelor of Science in Business Administration, Emphasis: Purchasing – Thomas Edison State College, Trenton, New Jersey

Registered Public Purchasing Officer – Rutgers, The State University, New Brunswick, New Jersey

Qualified Purchasing Agent – State of New Jersey, Department of Community Affairs

Life Producer - State of New Jersey and State of Michigan, Department of Banking

PROFESSIONAL EXPERIENCE

KMD Consulting, Sicklerville, New Jersey

Founder and CEO

The vision of KMD Consulting is to help businesses bring their business conceptions to reality. The mission is to educate and train businesses to carry on the vision. KMD Consulting are business coaches. We help your business ideas come to life. We work with for profit and nonprofit organizations. Services include:

- Strategic Planning
- Market Research Analysis
- Organizational Management
- Business Development
- Project Planning and Execution
- Consulting
- Work With Experts
- Business Plans



- Training for For-Profit and Non-Profit Businesses
- Advising
- Grant Writing

ROWAN COLLEGE BURLINGTON COUNTY, Mt. Laurel, New Jersey

Adjunct Professor, Liberal Arts Department

Structure and instruct business courses to college students to ready them for the business industry as an employee or business owner. Designed syllabus for 16 week course; currently instructing Business and Macroeconomics courses. At the end of the course, the students master the skills to:

- Define the free enterprise system and other types of economic systems.
- Explain how business ethics and social responsibility apply to customers and other stakeholders in the business environment.
- Differentiate between the basic forms of business ownership.
- Analyze international business and the complexities of operating in a global society.
- Articulate the basic functions of management and the skills required of managers.
- Indicate how a company utilizes human resource management and empowers the workforce.
- Demonstrate an understanding of customer driven marketing.
- Recognize the importance of sound financial management.
- Investigate current events as they relate to business.
- Establish and fulfill teaching goals to:
 - Offer knowledge in a way that is practical to the student;
 - Commit to meeting the needs of all parties involved;
 - Make the classroom experience one that can produce scholar practitioners; and
 - Instill skills enabling student to bring effective change to a society revolving around good morals.

RUTGERS UNIVERSITY, New Brunswick, New Jersey

Adjunct Instructor, The Center for Government Services

Structure and deliver hybrid courses to government and school district officials (Purchasing Managers, School Business Administrators, CFO, Mayors, and Clerks) to ready them to sit for State of New Jersey Qualified Purchasing Agents (QPA) exam. Design highly interactive lesson plans to engage student interest and participation; utilize tools



including storytelling and simulated games to promote student understanding of ethical marketplace business practices, supply chain and purchasing logistics, and competitive public purchasing processes.

- Solidify student understanding of Local Public Contracts Law and related laws by having them locate articles and examples of unethical purchasing practices and principles
- Design clear rubrics for students to use as guides for establishing a purchasing agency, operating procedures, and a purchase order encumbrance procedure.
- Demonstrate proper writing process for Uniform Commercial Code.
- Utilize budget team simulations to illustrate methodologies for administering capital budgets, capital improvement programs, and grants.

GLOUCESTER TOWNSHIP BOARD OF EDUCATION, Blackwood, New Jersey

Purchasing Supervisor / Warehouse Manager

Coordinated and directed team of 15 in the planning and execution of purchasing processes for a \$40M budget on behalf of school district / board of education operations; supervised warehouse personnel in shipping and receiving, inventory control, requisition, and acquisition functions. Ensured uncompromised compliance of purchasing and contract management procedures with all governing standards and regulations. Scheduled and led bi-weekly progress meetings to track progress of construction contract administration. Liaise effectively with other department heads and supervisors to streamline supply operations. Evaluated staff performance to structure recommendations for promotion, additional training, or termination.

- Built a positive and productive partnership between local school district and township to consolidate joint purchasing operations.
- Sourced, acquired, and implemented electronic purchasing software system that saved over \$200,000 in inventory purchases.
- Championed introduction of Green purchasing processes in school district.
- Authored specifications for formal, informal, consulting, and service contracts.

CITY OF NEW BRUNSWICK, New Brunswick, New Jersey

Purchasing Agent

Held bottom-line responsibility for all purchasing and requisitioning operations for city government office serving 60,000 constituents. Reviewed vendor claims, supervised receiving and storage, prepared bid specifications and purchase contracts, and maintained vendor files; diligently ensured compliance with prescribed directives, laws, regulations, and best practices.

- Formulated and created procedures, forms, and files for a decentralized purchasing system.



- Established stringent quality control and employee safety standards and procedures.

PUBLICATIONS

1. Contributing Writer and Editor. "Green Product Purchasing Course Material," Rutgers University Purchasing Curriculum.
2. Contributing Writer. "Financial Considerations When Buying Your First Home," Stay Focused Magazine.
3. Contributing Writer. "Alternatives to Bank Financing," Stay Focused Magazine.
4. Contributing Writer. "The Law of Reciprocity," Stay Focused Magazine.
5. Contributing Writer. "Business Opportunities Presented by Weddings," Stay Focused Magazine.
6. Author and Editor. "Being A Visionary, Going After Your Vision"

COMMUNITY SERVICE

Volunteer, Winslow Family Success Center

Volunteer, Robins Nest

Volunteer, Life Assembly Ministries for Christ

AWARDS

- Facilitator of the Year Award, Robin's Nest
- Next Level Leadership Award, Leadership Solutions International
- Pauline Award, Life Assembly Ministries for Christ
- Superintendent's Award of Excellence, Gloucester Township Board of Education
- Governmental Purchasing Association Award for Service and Leadership

TECHNICAL PROFICIENCIES

Microsoft Office Suite (Word, Excel, PowerPoint), Blackboard, Social Media, and Virtual Communication on Windows

PROFESSIONAL ASSOCIATIONS

- Executive Director and Founder, Non Profit Peer Network
- Treasurer and Member, National Institute of Public Purchasing, Northern Chapter
- President, Governmental Association of Purchasing Agents
- Member, Rutgers University Certification Committee
- Executive Board Member, Middlesex County Public Employees Federal Credit Union
- Member, National Small Business Association
- Member, Advisory Board for NBC Learn



Karen Willis, MBA, SBA and QPA

Coordinator of Government Services KMD Consulting

Mrs. Willis has over 12 years of procurement experience, including preparing Request for Proposals, Bids, the evaluation process and selection of qualifying bidders. She has developed budgets, cost analysis for specific projects and developing of procurement processes and policies. Ms. Willis has served in various positions for the following stakeholders:

- Bridgeton City – Qualify Purchasing Agent
- Camden City School District – School Business Administrator, Asst. Business Administrator, Purchasing Agent and Grant Specialist
- Hi-Nella School District – School Business Administrator
- Winslow School District – Accountant
- Don Todd Associates – Construction Management – Community Relations Manager

PROFESSIONAL EXPERIENCE

Exceptional skills in supervising, managing, and coordinating the business affairs of the District efficiently and effectively to ensure that educational support services help achieve the educational goals of the District and Minority/Small Business Community.

- Proven capability to build and lead teams during transitions, providing guidance, coaching and leadership abilities.
- Experience in general accounting including GAAP compliance and regulations.
- Experience in serving as the official purchasing agent of the Board and am responsible for establishing procedures for the acquisition of supplies and equipment for the District in accordance with law and Board policies.
- Strong communication skills and interpersonal skills to work along internal and external stakeholders.

City of Bridgeton, Bridgeton NJ

Qualified Purchasing Agent

Oversee and Handle the Procurement office for the City of Bridgeton

Report directly to the BA. Responsibilities include the following:

- Prepare and develop Bids and RFP's for the municipalities.
- Review the approval of purchase orders.
- Provide guidance and procedures on procurement laws of the State of New Jersey.
- Prepare and develop resolutions for Council Meetings.



Winslow Board of Education, Winslow, NJ

Accountant

Report directly to Assistant Business Administrator. Responsibilities include the following:

- Review and approve all purchase orders for the District including Minority/Small Businesses.
- Post and review Payroll, Payroll Agency and Before and After School Program
- Reconcile payroll, payroll agency and before and after school program
- Upload and all Semi data into the system for District's reimbursement
- Upload and maintain District's Fixed Asset report for the independent audit report.
- Train administrative assistances on District's procurement processes.

Camden City School District, Camden, NJ

Interim School Business Administrator

Report directly to the Chief Operating Officer. Responsibilities include the following:

- Implemented and trained internal stakeholders on procurement methods District-wide.
- Trained and developed materials for all school Principals for school base budgets.
- Developed a new approval process for approving and processing requisitions to eliminate duplication and bottlenecks.
- Developed a RFP process that was recognized and acknowledged as the model to be used throughout the State by Educational Weekly, a national publication.
- Certified reports for the State for Food Service, Transportation, Grants, and Payroll and Pension.
- Conducted Minority /Small Business presentations in partnership with the City of Camden.

Hi-Nella Board of Education, Hi-Nella, NJ

School Business Administrator

- Developed and prepared the annual budget and submitted to the county and state (NJ DOE) for approval.
- Prepared monthly bank reconciliations, agendas, minutes and resolutions for Board approval.
- Reviewed and approved purchasing orders for in district and shared services.
- Developed and implemented corrected action plan from annual audit.
- Prepared and submitted the ASSA, Transportation- DRTS and Special Education Extraordinary Aid reports to the county and DOE.



Camden City School District, Camden, NJ

Asst. Business Administrator

Reported directly to the School Business Administrator--Responsibilities included the following:

- Trained district-wide employees on the electronic procurement processes, including requisitions and purchase orders.
- Developed and prepared School Base Budget.
- Developed and processed RFP's and Bids.
- Prepared required reports to Camden County Superintendent for approval of State Funding for the District.
- Created contracts and invoices for districts for various services needed throughout the District.
- Managed and ensured compliance with regulations for discretionary grants and state funding.

Camden City School District – Camden, NJ

Purchasing Agent

Reported directly to the Business Administrator--Major responsibilities included the following:

- Ensured that all contracts were fully executed and distributed to responsible parties.
- Oversee the bidding process for the District
- Prepared Board Resolutions.
- Ensured that all contracts were fully executed and distributed to responsible parties which included Minority/Small Businesses.
- Oversaw the bidding process for the District.
- Built strategic partnerships with various community organizations to bridge the gap between schools and the community
- Conducted training seminars for Small-Business Enterprises regarding application of eligibility for State contracts
- Advised community residents of any issues related to new construction of schools
- Facilitated community meetings upon request and approval of Camden Board of Education (CBOE)
- Created presentations to provide monthly updates to CBOE via Board meetings
- Met Municipal Government and State Officials when warranted
- Provided information on Bid Announcements/Pre-Bid Meetings to partners (community associations/groups, Chambers of Commerce, and contractors)



Camden City School District- Camden, NJ

Student Activity Accounting Specialist

Reported directly to the Business Administrator--Major responsibilities included reconciling multi bank accounts for the various schools.

- Streamlined the process and developed procedures in maintaining school's Student Act. General Ledger Account (post journal entries) and produced a monthly report for Business Administrator and Treasurer.
- Assisted the School Business Administrator with the annual budget for 32 elementary schools.
- Resolved audit findings.
- Prepared cash deposits reports on a monthly basis.
- Maintained an Athletic Ticket tracking report to assure accuracy of money collected at events.
- Monitored Payroll journals for athletic staff and made adjustments as needed
- Attended all athletic events to assure accuracy of funds being collected.

Camden City School District – Camden, NJ

Acting Grant Specialist

- Reported directly to the Grants Supervisor--Major responsibilities included the following: Organized and prepared correspondence, reports, and requisitions for the State of New Jersey Department of Education.
- Assisted the Supervisor in preparing State and Federal grant applications.
- Prepared and maintained contract documents for the Grants Department.
- Prepared and developed compiling data for Basic Data - Attendance areas.
- Prepared and maintained contract required by the State of New Jersey.

EDUCATIONAL BACKGROUND

- MBA w/ Concentration in Public Administration – Strayer University-Cherry Hill, NJ
- Bachelor of Art - Political Science, Rosemont College, Rosemont PA
- School Business Administrator – Standard Certificate
- Qualified Purchasing Agent (QPA) – New Jersey
- Treasurer – Camden County ASBO
- Certificate – Presentation Success, Camden County College – Cherry Hill, NJ
- Certificate – Managing and Achieving Organization Goals, Camden County College – Cherry Hill, NJ



Robert Campbell, MBA, QPA

Independent Contractor of Government Services KMD Consulting

Mr. Campbell, has over 28 years of purchasing experience, including Market Analysis, Policy Development, Expense and Internal Controls and Financial Analysis & Reporting. Robert believes, "Ensuring difficult, complex, and seemingly impossible objectives are not only possible, but actualized."

EDUCATION AND CREDENTIALS

M.B.A., Management - Farleigh Dickinson University, NJ

Management/Organizational Development, International Business Seminar - FDU, Wroxton College, Wroxton, England

B.A., Business Management - Stockton University of New Jersey, NJ- Certificate in African American Studies

A.S. Business Administration, with honors - Atlantic Community College, NJ

PROFESSIONAL EXPERIENCE

Casino Reinvestment Development Authority (CRDA) Independent State Authority
Atlantic City Special Improvement District, Atlantic City, NJ

Purchasing Manager

Managed purchasing and warehouse operation in support of Landscaping and Environmental services city wide. Supervised procurement and warehouse staff. This included specification development, for Bids, RFP's, RFQ's, and informal quotations. Coordinated supportive services within operations. Directed procurement and warehouse operations. Conducted operations assessments and evaluations. Assisted in development of employee handbooks.

Key Achievements

- Supervised development, implementations and monitoring of centralized governmental procurement system.
- Established both procurement and warehouse operational policy and communicated the policy as needed.
- Trained, supervised and evaluated staff, coached improvement management skills which resulted in multilateral staff achievement of work objectives.

Casino Reinvestment Development Authority

Purchasing Manager

Earned position with new and expanded responsibilities.



Atlantic City Special Improvement District

Purchasing Manager

Promoted from Purchasing Agent. Managed and reorganized warehouse operations.

Atlantic City Housing Authority

Purchasing Agent

Upon passing the State Civil service requirements hired as Purchasing Agent.

Overall Key Achievements

- Coordinated goods and service contracts for large housing authority which were needed for maintaining occupied public housing and operations.
- Managed \$2,000,000 elevator improvement project for multiple buildings.
- Reviewed budgets, and operated within established budget(s) with substantial savings for public bidding and remaining in budget for needed supplies and equipment.
- Established and oversaw procurement and warehouse operations of city wide large public housing development for the City of Atlantic City.
- Created Centralized Procurement system and introduced inventory control and supply management, in order to meet and adhere to federal, state, and local public laws.
- Developed and implemented procurement and warehouse policy, as well as security systems and monitoring.
- Established procurement departments at Atlantic City Housing Authority and Atlantic City Special Improvement District to adhere to required public laws.

CERTIFICATIONS

- Certified Professional Public Buyer (CPPB)
- National Institute of Governmental Purchasing
- Certified Public Manager, Department of Personnel/Farleigh Dickinson University
- Registered Public Procurement Official (RPPO), Rutgers University-Governmental Services Qualified Purchasing Agent (QPA), Department of Community Affairs
- Certified Right to Know Instructor

Myeshia Arline

Purchasing Specialist of Government Services KMD Consulting

Ms. Arline is a paraprofessional in Procurement, learning the laws and regulations from the QPA. She has been a public school educator and consultant for over 10 years. Her professional experience includes strong verbal and written communication skills, strong administrative and management skills, and proficiency in Microsoft Office. She prides herself in being a life-long learner, gaining new knowledge, and acquiring new skills.



**REPORT DIRECTLY TO THE QPA
RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Preparing and developing Resolutions for Council meetings
- Preparing and developing Bids and RFP's
- Assisting with project planning and execution
- Assisting with organizing Bid and RFP schedules
- Communicating with Municipal Departments and perspective vendors/suppliers to ensure documentation accuracy
- Maintaining purchasing documents
- Having a working knowledge of procurement laws and regulations
- Assisting in the purchasing of goods and services within a budget, according to procurement guidelines set by the QPA
- Managing daily clerical assignments
- Reviewing and comparing vendor documents