

Randi L. Nusser, MBA, LEED Green Associate

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Profile

Accomplished and experienced contract manager with more than 20 years of administrative experience in both private sector and government contracting environments. Highly adept at defining and implementing best practices, standards, processes, and tools to achieve objectives and goals.

Education

Colorado State University – Pueblo
Masters of Business Administration, 2014
Concentration: Small Business Management. GPA 3.6/4.0

Colorado State University – Pueblo
Bachelor of Science in Business Administration, 2005
Concentration: Business Management. GPA 3.3/4.0

Professional Experience

U.S. Department of Energy Weatherization Assistance Program, Golden, CO 11/2024 – Current
Technical Project Officer

Work with assigned Recipients to ensure grant applications and modifications are complete and submitted in PAGE. Conduct pre-reviews and hold regular calls with Recipients to provide technical assistance to increase quality of plan and reduce rejections. Provide quality financial assistance services to Recipients following the WAP Program Officer (PO) Desk Guide and in accordance with federal statutes and financial assistance rules, regulations, and policies. Monitor financial ledger at least quarterly to ensure regular funding draws occur over the performance period and engage supervisor if Recipient does not draw funds within a quarter. Track all Financial Assistance records according to WAP provided guidance. Review and approve all closeout documentation to submit to Financial Assistance Office (FAO) within 180 days of end of performance period to prevent GONE ACT. Conduct regular check-in meetings with Recipients to ensure compliance with approved scope of work and budget; to identify programmatic or spending issues; and solicit success stories. Document these meetings and the outcome of all monthly meetings in PAGE and issue Action Items when patterns of noncompliance are observed. Complete Risk Assessment for Recipients and schedule on-site and virtual monitoring visits. Complete the monitoring by conducting a pre-monitoring review of Recipient documents and use approved monitoring tools in conducting the visit. Complete a monitoring checklist and assessment for all Recipient monitoring visits. Support Recipients in resolving action items and document those updates quarterly in PAGE. Attend the DOE-sponsored training conference and foster partnerships with state office representatives and other WAP stakeholders.

Colorado Energy Office Weatherization Assistance Program, Denver, CO
Senior Contract Manager 2/2023 – 11/2024
Contract Manager 10/2021 – 2/2023

Create, prepare, review, maintain, amend, and otherwise manage all contracts that the Weatherization Assistance Program (WAP) is negotiating. Provide procurement and contract management advice and guidance to WAP team and contractors. Act as a liaison between the WAP and Operations teams to assist

with any procurement or contract related need or question. Work with the Operations and Budget teams to maintain accurate financial information. Provide reporting, and analysis of financial information using Salesforce, Google Sheets, and MS Excel as needed. Work with WAP team, Operations team, and contractors to prepare and submit invoices. Work with a variety of contractors including non-profit, county government, federal government, and utility companies and maintain excellent working relationships to ensure their needs are met. Ensure compliance with state and federal rules, regulations, and systems of internal control by participating in training and professional development opportunities and applying those standards through fiscal and programmatic administrative activities. Maintain up-to-date subrecipient monitoring training through the Office of the State Controller and the Department of Energy and deploy that training in the monitoring of WAP contractors. Lead the creation and execution of procurement activities (i.e. RFPs, RFIs, RFAs, etc.). Spearheaded the RFA team in the creation of the application package for the next grant cycle of funding for weatherization service providers. Work with procurement officer and WAP team on procurement activities. Act as the primary point-of-contact for auditor requests. Assist in creating and revising WAP policies by reviewing active policy binder against appropriate Code of Federal Regulations references to ensure compliance in oversight and management of funds.

Colorado Mesa University Facilities Services, Grand Junction, CO

9/2019 – 10/2021

Business Services Manager

Responsible for supervising front office staff and student staff. Managed all construction contracts within the facilities department, including drafting contracts, contract amendments, change orders, pay applications, project closeout documentation, and all reporting documents required by the Office of the State Architect, Colorado Department of Education, various campus departments, and Colorado Mesa University (CMU) Facilities Services. Executed purchase requisition forms for facilities related purchases and processes approved requisitions in CMU financial management system Banner. In conjunction with the Purchasing Department, assisted with determining the correct project solicitation method and ensuring compliance with CMU Procurement Rules and the Colorado Revised Statutes. Hired and trained office support staff as well as assisted with recruitment and hiring for other Facilities Department positions. Oversaw procurement of goods and services for the Facilities Department, ensuring compliance with the appropriate policy and procedures. Communicated directly with Architects/Contractors and made decisions regarding the compliance and acceptability of contracts, contract modifications, payment applications, and procedural forms in relation to State Building Programs Policies and Procedures. Managed construction project cost monitoring and reconciliation. Other duties as assigned.

Colorado Department of Personnel & Administration Office of the State Architect, Denver, CO

Construction Procurement Specialist

9/2014 – 8/2019

Administered the Office of the State Architect (OSA) Emergency Controlled Maintenance budget and provided recommendations for future Emergency Controlled Maintenance construction requests. Acted as the contracting and contract negotiation and main contact for Office of the State Controller (OSC), and various agencies and Institutions of Higher Education (IHE), for project status. Authorized payments with contract terms, exercising remedies when a contractor's performance was deficient. Resolved any disputes and documented and maintained all correspondence between Agencies, IHEs and contractor for those events. Simplified, clarified, evaluated, and conducted state procurements of design and construction services for all Executive Branch and IHE as needed. Analyzed and determined the method of procurement for all agency and IHE solicitation documents for design and construction services as requested. Assists State Buildings Program delegates and purchasing staff to develop statement of work and/or specifications for Request for Proposals, Request for Qualifications, and Invitations for Bid. Analyzed, evaluated, and monitored Documented Quotes, Sealed Bids, Requests for Proposals, and Requests for Qualifications, which includes developing, revising and/or reviewing the criteria, vendor solicitation and selection. Developed and updated policies, procedures and guidelines and provided training to agency delegates and other pertinent personnel. Participated in the 2015 Procurement

Modernization Initiative by providing insight and guidance on construction related rule updates. Interpreted and cited state statutes and procurement rules as needed when stakeholders would contact with questions. Office management duties included; processing of mail, answering main line telephone, compiling reports, assisting staff with leave tracking; travel arrangements, reimbursement for travel expenses and coordinating annual organization dues and meeting/conference registrations; ordering office supplies, furniture, repairs for equipment and cell phones and approved invoices for payment. Coordinated and planned the annual statewide meetings; provided agendas, maps, lunch menus, prepared and distributed handouts.

Pueblo Community College (PCC) Tutorial Services, Pueblo, CO

12/2013 – 9/2014

Tutorial Services (TS) Assistant

Assist TS Specialist in all aspects of the PCC tutoring program, tutor supervision and communication. Assign tutors to create new small groups and create schedules for small groups and drop-in labs. Correspond with tutors, students, and staff via MS Outlook. Verify tutor timesheets and forms for accuracy per Carl Perkins grant compliance requirements. Confirm student data and class schedules with Banner software. Enter student usage data into Excel spreadsheets for budget reports. Create and submit for review new policies and procedures for the TS department to improve operational efficiencies. Act as liaison between TSS and tutors in absence of TSS. Answer questions from tutors, students, and faculty, staff, and community members regarding the tutoring program via in-person, email, and Cisco IP telephone system. Recruit, mentor, train new tutors, screen possible hires for position suitability, supervise tutors. Assist TSS to discipline tutors when necessary, compile documentation and initiate various options to retrain using positive reinforcements. Train faculty, staff, and students to use Desire2Learn software. Train incoming new students during New Student Orientation to use the student portal website.

Pueblo Community College (PCC) Tutorial Services, Pueblo, CO

2/2010 – 5/2014

Tutor

Explain concepts to individuals and large groups of students to ensure comprehension of subject matter. Meet with instructors to better understand students' difficulties with course material. Mentor students by helping to ensure students develop important academic and life skills. Complete forms for documentation and data collection per grant guidelines. Train faculty, staff, and students to use Desire2Learn software. Train incoming new students during New Student Orientation to use the student portal website. Subjects tutored: Pharmaceutical Calculations, Clinical Calculations, General Math, Statistics, and Economics.

Colorado State University – Pueblo, Pueblo, CO

8/2012 – 5/2014

Graduate Assistant

Assist instructor with: Educational research, grade student papers, and maintain grade database. Assist with tutor supervision and communication. Assign tutors to create new small groups, create schedules for small groups and drop-in labs. Correspond with tutors, students, and staff via MS Outlook. Answer questions from tutors, students, faculty, and staff regarding the tutoring program.

Omnicare, Inc., Pueblo, CO

11/2009 – 8/2012

Certified Pharmacy Technician

Maintain pharmacy inventory by checking pharmaceutical stock to determine inventory level; anticipating needed medications and supplies; placing and expediting orders; verifying receipt; removing outdated drugs. Sustain a safe and clean pharmacy by complying with procedures, rules, and regulations. Protect patients and employees by adhering to infection-control policies and protocols. Organize medications for pharmacists to dispense by reading medication orders and prescriptions; preparing labels; calculating

quantities; assembling intravenous solutions and other pharmaceutical therapies. Retain records by recording and filing physicians' orders and prescriptions. Contribute to team effort by accomplishing related results as needed.

Cuchara Cabin & Condo Rentals, Cuchara, CO

5/2007 – 8/2009

Housekeeping Manager

Manage all areas of housekeeping duties for private cabins and condominiums. Establish standards and procedures for housekeeping duties. Perform cleaning duties to ensure standards and procedures were upheld. Coordinate work activities to prioritize list of check-ins and check-outs. Investigate complaints regarding housekeeping service and equipment, and take corrective action. Maintain inventory stock record to ensure adequate supplies. Screen job applicants and hire new employees. Conduct orientation training to explain policies, work procedures, and to demonstrate use and maintenance of equipment. Examine properties to determine need for repairs or replacement of furniture or equipment, and make recommendations to management.

Metro Construction, Inc., Pueblo, CO

9/2007 – 4/2008

Office Manager

Manage day-to-day operations of a small general contracting construction company. Develop and implement new internal budgeting systems for job specific statistical detail such as supply expenses and profit margins. Plan, organize and direct agency business functions; assist the owner in maintaining accounting procedures, fiscal reporting requirements, budget, and accounting functions including developing bid specifications. Oversee payment of invoices and other expense vouchers, requisitions for supplies, materials, building permits, and equipment; maintain records of agency property and inventory list. Oversee all aspects of payroll, travel, insurance, procurement, Accounts Payable, Accounts Receivable, and GL accounting. Prepare pricing/expense analysis and revenue projections for various projects. Interview candidates for employment; analyze qualifications, check references, and make recommendations for employment; provide new hires with employment information and office procedures. Maintain personnel records and any additional records, which reflect work assignment and classification of each position. Supervise staff in carrying out the rules, regulations, and policies under which they operate.

Commercial Van Interiors, Las Vegas, NV

5/2006 – 12/2006

Office Manager

Responsibilities include Accounts Receivable, invoicing and billing customer orders, and creating purchase orders. Plan, organize, and direct customer-scheduling databases. Assist customers through customer service and sales of product lines. Communicate and coordinate any product needs among additional store branches. Supervise staff in carrying out the rules, regulations, and policies under which they operate, and attendance to ensure presence of sufficient staff at all times.

Bassett Construction Co., Pueblo, CO

8/2005 – 2/2006

Administrative Assistant

Prepare all subcontracts, purchase orders, and maintain all logs. Prepare all change orders to subcontracts and purchase orders. Prepare all transmittals, which transmit anything leaving the office without a cover letter. Maintain shop drawings, submittal logs, and all other related project files. Prepare all change order proposals received from the project manager. Prepare all change orders to the contract. Assist the estimator and project manager with completing bids and contracts; bid solicitations; receiving subcontractor and material quotations; preparation of bidding documents. Assist the estimator and project manager to secure and organize all project closeout documents. Maintain current knowledge of requirements and record

keeping of Contract Documents including: OSHA, insurance, Substantial Completion Certificates, and Lien and Privilege Certificates for each project. Correspond with suppliers, subcontractors, architects, and owners regarding requirements and progress reports. Administrative support duties that include: Sort incoming mails, answer multi-line phone, take messages and follow-up with customers.

PROFESSIONAL REFERENCES

Colorado Energy Office Weatherization Assistance Program
Ryan Harry
Former Director of Weatherization Assistance Program
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theryanharry@gmail.com

Colorado Department of Personnel & Administration Office of the State Architect
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Colorado Department of Military & Veterans Affairs
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