

Alec Gordon Dunbar

Date of Birth: February 24th 1964

Nationality: British

Status: Single

Profile

An experienced procurement and contracts manager with over 20 years experience gained across both the Public and Private sectors. Core skills include general procurement to pre and post contract management, planning, management and delivery of the whole procurement cycle and post-contract management. This also includes the application of OJEU rules and regulations throughout the procurement cycle, the preparation of pre-contract documentation and post contract management to final accounts.

Professional Qualifications and Training

Member of the Chartered Institute of Purchasing & Supply

Recent training undertaken:

How to win Tenders	BIP Solutions	November 2009
NEC Professional Services Contracts	Milestone	September 2009
SAP/Oracle	IN-House clients sites various	

Employment History

A full client list going back to 1989 is available on request.

Employment Experience

Procurement Officer
Highways Agency Bedford
August 2009 to January 2010

- Specialist Consultancy Services in connection with the Client's Highways projects
- Dealing with various relationship managers across the HA network and ensuring compliance with regulations.
- Manage the delivery of programmed projects to meet customer requirements and EU/HA/Gov't procurement regulations.

**Procurement Manager
NHS Hillingdon
May 2009 to August 2009**

London

- To provide expertise and guidance, on the various procurement methods, to non-purchasing staff and to the outlying PCT clinics, including Home IV.
- Responsible for contractual spend of approximately £ 3.9 million.
- Dealing with various managers across the PCT and community area, concerning the general improvement and introducing or replacement of contracts to ensure cost saving.

**Project Manager
West London Mental Health NHS Trust
January 2009 to May 2009**

London

- To provide expertise and guidance on the various procurement methods, available for the purchasing of products for the patient environment improvement plan.
- Responsible for contractual spend of approximately £ 1. Million before end of financial year.

Key Achievements:

- Dealing with various relationship managers across the trust and community areas with regards to the improvement of patient amenities

**Procurement Manager
Royal Free Hampstead
November 2007 to December 2008**

London

- Provide expertise and guidance in procurement methods to both purchasing staff and to the trust in general.
- Manage the day-to-day purchasing via non-stock requisitions and to be responsible for complex contractual work.
- Responsible for representation of supplies in procurement matters within the Trust or on external groups.
- Responsible for the development and maintenance of a good relationship with the NHS Purchasing and Supply Agency, NHS Logistics Authority and other partnership organisations including the North Central London Supply Confederation.
- Responsible for annual contractual spend of approximately £ 40 million.

Key Achievements:

- Kept within deadlines and ensuring compliance with legal requirements.
- Issued documentation in a timely and professional manner.
- Ensured that pricing and compliance of Medical Equipment maintained.
- Dealt with various relationship managers across client and potential clients.

**Contract Management Executive
Transport for London
June 2006 to September 2007**

London

- Responsible for writing and issuing of variations to the PPP/PFI contractor Transys, for the removal and relocation of ticketing and gate-line equipment from various stations.
- This also included the installation of new equipment for the North London Rail Line, ATOC who service London and new stations such as Shepherds Bush Central, Wood Lane, Stratford Northern Ticket Hall etc.

Key Achievements:

- Kept within deadlines and ensuring compliance with legal requirements.
- Issued documentation in a timely and professional manner.
- Ensured that pricing and hours compliant with the main PFI contract.

**NHS PASA UK/Department of Health,
Procurement and Project Manager
September 2005 – March 2006**

London

NHS Purchasing and Supply Agency, an Executive agency of the Department of Health

- Responsible for writing and issuing of a framework for Health Intelligence, covering research consultancy, data analysis, business consultancy and survey services. This was a single project covering the United Kingdom and was to be used by all parties within the healthcare sector.
- Other areas to which procurement advice was given were Breastfeeding hotline, Courier eAuction, Policy Skills Training, Database for Child Obesity, First Contact Medical Guidance, 360 Feedback Project, Public Health Education Network.

Key Achievements:

- Keeping within deadlines and ensuring compliance with legal requirements.
- Evaluating of Expression of Interest inline with proposed framework requirements.
- Issuing of tender framework documents.

Personal Interest and Activities

Travel particularly to the US west coast and going to the theatre.

References

To be supplied as required, this is due to the nature of work and constant changing of clients.