

**City of Bell**

**Contracts and Facilities Manager Supplemental Questionnaire**

1. Describe your experience, education, and training that qualifies you for this position.
2. Please describe your experience coordinating activities with city departments, other agencies, contractors and consultants.
3. Describe, in detail, your experience supervising and directing staff, including details on the oversight you provided. In your response, include the employer and number of years/months you performed the function.
4. Have you used any contract management tools to perform your duties? Explain
5. Describe your experience drafting scope of work, RFP, and contract compliance.
6. Explain any experience you have tracking and monitoring financial provisions in your contract experience