

TOMMI LYLE

**M/WBE Specialist – Purchasing Liaison
Training and Workshops**



- **Assist with the needs of prospective or active vendors/contractors who do business with the district**
- **Meet One on One with prospective vendors**
- **Make presentations at seminars, meetings and civic functions on behalf of district's M/WBE Program**
- **Maintain Communication with user departments and schools to advocate M/WBE participation**
- **Work with Purchasing Department on Focus Groups**
- **Prepare, Review and Negotiate M/WBE Compliance with user departments and service providers**
- **Attend Buyer, departmental, pre-bid, pre-proposal and pre-construction meetings to explain program requirements and respond to questions**
- **Serve as a voting member on all pre-proposal, selection, review and other relevant committees**