

Marlon Trotman

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Category Manager • Procurement Manager

Strategic thinker • Collaborative Leader • Analytical

Senior level procurement expert with over 10 years of experience working at international level. Uses strategic and tactical procurement to support the delivery of large international events. Managed portfolios of procurement packages worth up to £210m, streamlined processes and negotiated robust contracts and pricing. Worked within public sector, national government, European Union and United Nations regulations. Natural leader who collaborates with multi-cultural teams and suppliers.

Areas of expertise

Tactical procurement • Strategic procurement • Risk management • Contracts management • SAP Negotiation • Supplier management • Financial management • Project management • Bid evaluation Key Performance Indicators (KPIs) • Governance • Process improvement • Assurance • eProcurement Status reports • Risk mitigation • Data analysis • Procurement packages • Portfolio management

Career summary

Business & Contracts Manager

Festival UK 2022

Jan 2021 – Mar 2021

Contract procurement role for projects related to the Commonwealth Games 2022, a programme which is government funded (£210m) and will celebrate creativity and innovation across the UK.

- Established the procurement pipeline ensuring effective sourcing of goods and services
- Created procurement strategy for all projects below threshold of Public Contract Regulations 2015
- Prepared dashboard and analysis reports to inform decision making by Executive Management Team
- Supported the implementation of the organisation's commercial strategy
- Managed supplier contracts, set KPIs and monitored progress
- Ensured supplier contract deliverables were fulfilled to the required standard
- Liaised with finance team to track spend against all contracted commitments
- Collaborated with Senior Legal Counsel to project manage the execution of key contracts
- Ensured compliance with agreed governance, approved controls and regulatory requirements
- Supported the implementation of the organisation wide risk management plan, including escalation and communication to key stakeholders and delivery partners, plus tracking of risk and issues
- Defined and embedded continuous improvement for internal processes
- Administered project schedules, assurance and data management information

Senior Supplier Manager

Department of Health & Social Care

May 2020 – Aug 2020

Fixed term contract role. Contracted to consult on and lead set-up of contracts with PPE suppliers with a total contract value of c. £110 million, across a portfolio of 8 projects.

- Built and maintained partnerships with critical PPE third party suppliers and contract agents
- Liaised with suppliers to set-up commercial agreements and negotiated prices, ensuring fair and accurate pricing
- Supported UK suppliers to adapt manufacturing to provide required PPE aligned to EU legislation
- Day-to-day management of category specific contracts, with continual reporting against budgets and cost management metrics.
- Managed supplier performance and ensured deliverables met the service level agreements (SLAs)
- Ensured Value for Money by supporting the development of Terms & Conditions and pricing
- Identified and resolved 'bottlenecks' in the contract management process
- Ensured compliance with Standing Financial instructions and Standing Orders
- Identified risks, modelled potential impacts and mitigated where required
- Facilitated performance management feedback from stakeholders to suppliers
- Ensured contracts were 'fit for the future', contained robust measures and clauses that enabled flexibility and resilience to changing service requirements, demand volumes and cost pressures

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Senior Procurement Manager Expo Dubai 2020 Oct 2019 – Feb 2020

Fixed term contract, managing all procurement activities for the multi-million-dollar ceremonies and live events programme, for major international exhibition, one of the world's largest gathering of people.

- Drove cost savings and value for money by implementing effective cost management initiatives
- Managed creation of new contracts ensuring maximum operational and financial performance
- Managed price and contract negotiations aligned to changing business requirements
- Established and managed key supply chain KPI frameworks and data gathering
- Ensured contractual obligations were fulfilled by monitoring transaction compliance
- Managed development and implementation of procurement policies, processes and procedures
- Implemented and monitored category spending through SAP Procure to Pay process
- Administered Enterprise Resourcing Planning (ERP) systems to monitor category spending

Senior Consultant (Procurement) Lima 2019 Pan America Games Aug 2017 – Aug 2019

Consultant for UK Delivery Team, selected by the Department for International Trade to help Peru deliver the games under a government-to-government contract.

- Managed Government and United Nations procurement, with total value \$200m.
- Managed multiple related projects to ensure the overall programme was aligned to and directly supports the achievement of strategic objectives
- Created procurement schedule integrating with operations, infrastructure and sponsorship teams
- Co-ordinated compliance to procurement regulations set by United Nations and national government
- Implemented the procurement plan and strategy aligned to overall delivery plan
- Provided status reports to leadership teams on project milestones, deliverables, risks and issues
- Developed and delivered presentations and progress reports to multiple audiences
- Led assessment of procurement risk and developed mitigation plans

Senior Procurement Manager Azerbaijan Islamic Solidarity Games Jun 2016 – Jul 2017

Managed 269 procurement projects, for a multi-million dollar, multinational, multi-sport event with 54 nations and 6000 participating across 17 competition venues, watched by over 1.3 billion people across 58 countries in 4 continents.

- Evaluated bids and made recommendations to Ceremonies Procurement Committee, Minister of Youth and Executive Board of the organising committee
- Managed the procurement pipeline, tender awards and contract administration processes
- Co-ordinated the Procurement & Contract Register ensuring accuracy for reporting purposes
- Negotiated contracts with suppliers to ensure minimal risk and protection of commercial interests
- Liaised closely with internal stakeholders to ensure cross-functional synergies
- Ensured legal, finance and logistics functions were engaged throughout procurement process
- Managed asset tracking and enforced agreed contractual dissolution of assets and contract close out at the end of the project

Interim Commercial Analyst Transport for London Feb 2016 – May 2016

- Provided strategic commercial direction for procurement related to London Cycle Hire Scheme Re-let
- Developed robust business case and options appraisal including price benchmarking
- Managed provision of a professional compliant procurement service to achieve value for money

Senior Procurement Manager European Games Ceremonies, Baku Sep 2014 – Aug 2015

Managed 187 procurement contracts worth c. US\$100 million. Multiple sport event with over 6000 athletes from 253 events and television audience of c. 1.7 billion across 91 international broadcasters.

- Drafted tender specifications aligned to robust output-focused statements of work and specifications
- Negotiated terms and conditions of supply contracts and monitored progress
- Evaluated bids and made recommendations to the Organising Committee's Executive Board
- Provided advice and guidance on procurement solutions and strategies to Heads of Departments
- Set up accounts with suppliers and negotiated payment terms and account facilities

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- Managed the procurement and contracts register, plus tracked and archived contracts
- Integrated procurement administration with central finance to ensure supplier data was properly recorded and reconciled, plus timely payment of invoices
- Co-ordinated risk management and quickly resolved issues

Procurement & Contract Manager Commonwealth Games, Glasgow Nov 2012 – Sep 2014

Oversaw procurement and contract negotiations worth £25m across 35 projects.

- Managed the procurement of specialist projects related to the opening and closing ceremonies
- Developed specifications, OJEU notices, tender documentation and evaluations
- Managed relationships with suppliers, partners and stakeholders
- Deployed effective implementation of eProcurement tools to drive efficiencies
- Compiled monthly reports and metrics to support procurement management reporting
- Managed procurement processes and governance aligned to Organising Committee's policies
- Maintained management reporting systems to track and manage procurement activities

Procurement & Contracts Manager London 2012 Ceremonies Oct 2011 – Oct 2012

- Managed procurement and negotiated contracts with a value of £7.5m across 35 projects.
- Achieved cost savings of 12.5% against allocated budget through effective negotiation and processes
- Identified post-contract cost reduction opportunities
- Drafted, developed and implemented effective procurement strategies
- Ensured goods and services met quality, cost and delivery requirements with focus on sustainability, legacy and diversity & inclusion
- Drafted contracts, minimising risk and protected the commercial interests of the organisation
- Deployed eProcurement tools to drive efficiencies
- Fed into London 2012 procurement and contracts register to track and archive contracts and tenders

Professional training and qualifications

Level 4, Chartered Institute of Procurement & Supply (CIPS) – Level 6 due for completion 2023

BA Hons Law, Thames Valley University, London

Diploma in Event Management, The Event Academy, London

Procurement Software: Atamis, Oracle, Smartsheets, Delta e-sourcing, Bravo, CompeteFor, SAP