

IS COMPEHENSIVE CONSULTANT/ ADMINISTRATOR – PROCUREMENT
IT Acquisitions Consultant

POSITION SUMMARY

This position has prime responsibility for the development, management and administration of the complex acquisition process for statewide enterprise IT software and desktop procurements for the State of Wisconsin under broad guidance of the Chief of the Enterprise IT Sourcing Section in the State Bureau of Procurement. The position leads and coordinates contract negotiations for software licenses for all state agencies. In that capacity the position serves as an IT acquisition consultant and provides leadership and direction in the acquisition of mission critical, complex, highly sensitive software acquisitions for the State's information technology enterprise infrastructure. This position is also responsible for the development, negotiation and administration of contracts that reflect statewide IT hardware and software standards. The position is responsible for development and implementation of statewide acquisition policies and procedures which must address the unique, complex and rapidly changing technological environment of statewide IT infrastructure and agency technology needs. These policies and procedures cover the entire spectrum of technology acquisition including acquisition planning, forecasting, bid/proposal development, evaluation processing, appeals and protest response, and contract administration.

This position focuses on procuring software and managing master license agreements procured using the Request for Proposal (RFP), official sealed bid/Request for Bid (RFB), waiver of the sealed bidding process, and the DOA Exemption Authority processes.

Additional responsibilities include development of information technology specifications and statewide requests for proposals/bids for complex software, services and maintenance; development of evaluation criteria and formation of evaluation committees; evaluation of vendor bids and proposals, administration of the appeals process, vendor contract negotiations, monitoring vendors for contract compliance, and monitoring agencies for compliance with established law and policies. This position serves as an IT acquisition consultant to program areas within DOA and to other state agencies and campuses and provides leadership, direction and assistance to those clients in the development and evaluation of large, complex critical IT acquisitions. The position interacts extensively with IS staff in other agencies and/ or campuses. The incumbent represents the bureau and the state on enterprise-wide committees/task forces and serves on interagency study and/or advisory groups.

This position reports to the Chief of the Enterprise IT Sourcing Section in the Bureau of Procurement and has considerable discretion and autonomy in establishing objectives, priorities and deadlines. The position functions under general administrative review. The position serves as a principal expert and technical authority for statewide software acquisitions and licensing issues. The position routinely provides consultation to the Bureau Director, Division Administrator, Office of the Secretary, agency management and staff and the statewide IT Directors Council.

Time GOALS AND WORKER ACTIVITIES

40% A. PROVIDE LEADERSHIP AND INNOVATION IN THE MANAGEMENT OF THE ACQUISITION PROCESS FOR IT EQUIPMENT, SOFTWARE AND SERVICES

A1. Assemble and direct multi-agency professional/technical teams to develop detailed and highly complex technical specifications for statewide IT enterprise acquisitions.

A2. Conduct market analyses to determine industry trends in the general information technology market. Ensure that statewide IT acquisitions are consistent with identified trends.

A3. Determine most cost effective procurement method(s): Request for Bid (RFB), Request for Proposal (RFP), waiver or exemption of the sealed bid process. Develop solicitations and encourage vendors to package alternative solutions that incorporate current and future industry trends.

A4. Determine the selection process for each statewide procurement including developing the evaluation criteria and a scoring system that reflects appropriate weights for each of the criteria.

A5. Nominate and lead the evaluation committees in the selection process. Brief and train the committees on the acquisition process and statutes and rules governing the acquisition process. Provide ongoing consultation and leadership throughout the process.

A6. Organize and compile the evaluation team results. Analyze results for consistency and conformance to the evaluation methodology and criteria.

A7. Serve as the primary contact for vendors participating in the acquisition process. Schedule and lead appropriate vendor presentations and conferences. Coordinate response efforts to all questions raised by vendors during the procurement process.

A8. Develop detailed life cycle evaluation methodologies appropriate to selected acquisitions. Evaluate vendor responses to determine the lowest life cycle cost consistent with the evaluation criteria. Evaluate the feasibility and cost/benefits of alternative proposals.

A9. Research emerging technology to determine appropriateness for statewide enterprise technology acquisitions.

A10. Develop written justification to implement innovative technologies on a trial or pilot basis.

A11. Represent the state at major professional meetings and organizations.

30% **B. NEGOTIATE AND ADMINISTER STATEWIDE INFORMATION TECHNOLOGY CONTRACTS**

B1. Negotiate Best and Final Offers with vendors on proposals as appropriate. Analyze, evaluate and issue awards based on Best and Final submittals.

B2. Negotiate terms and conditions, implementation schedules, deliverables and standards for vendor performance on all statewide, enterprise mission critical information technology contracts that affect the state IT infrastructure.

B3. Brief Division management and the DOA Secretary as needed on large, highly sensitive awards. Issue the award to winning vendor(s).

B4. Monitor vendor performance and take corrective action when necessary. Those corrective actions can include but are not limited to assessing liquidated damages to a vendor and/or contract termination when deemed to be in the best interest of the state.

B5. Serve as primary point of contact for mediating and resolving statewide contract issues and disputes. Provide consultation to agency legal counsel on technology contract issues. Review and approve contract amendments with DOA legal staff as necessary.

B6. Serve as a software technology consultant to DOA legal counsel and DOA management and interpret and define contract responsibilities and performance problems. Recommend options to resolve any performance or contract issues.

15% C. PROVIDE TECHNICAL CONSULTATION TO STATE AGENCIES AND
CAMPUSES.

C1. Provide consultation and direction to agencies in the development of their major critical IT acquisitions as requested.

C2. Provide technical management and oversight in the development of procurement documents. Provide consultation and direction to outside contractors to ensure conformance to Wisconsin statutes, procedures and policies.

C3. Prepare and deliver briefings to the DOA Secretary's Office on project status as requested. These briefings include current status of the project, identification of potential problem areas and recommendation of potential options.

C4. Work closely with agency management and legal counsel on vendor protests. Brief DOA legal counsel on details of vendor protests. Analyze and develop written recommendations on appeals. Draft responses for the DOA Secretary when protests are elevated to appeal status.

C5. Develop and provide effective training for state agency staff as required.

10% D. DEVELOP AND ENSURE COMPLIANCE WITH PURCHASING POLICIES AND
PROCEDURES UNIQUE TO INFORMATION TECHNOLOGY EQUIPMENT AND
SOFTWARE

D1. Consult with DOA legal counsel and the Division of Enterprise Technology to develop new and innovative procurement policies and procedures to meet diverse complex statewide information technology needs consistent with state statutes and administrative codes.

D2. Design and implement mechanisms and procedures for reducing the acquisition cycle time by recommending ways to streamline the acquisition process and by providing technical assistance to state agencies.

D3. Develop policies, procedures and templates to reduce equipment and software costs while maintaining quality.

D4. Research and evaluate procurement methodologies used in other states and the private sector and make recommendations for use in Wisconsin.

D5. Educate executive and management level employees of state agencies regarding information technology statewide enterprise standards and contracts.

5% E. OTHER DUTIES AS ASSIGNED

E1. Maintain up-to-date technology procurement skills through attendance at seminars, classes and remote training opportunities (e.g. webinars, market research, white papers).

E2. Provide accurate and timely status reports of projects and assignments to Section Chief.

E3. Work on assigned special procurement projects.

SKILLS AND KNOWLEDGES REQUIRED FOR THE POSITION

1. Knowledge of enterprise information technology networks, hardware platforms, operating systems, applications software maintenance costs and related IT services project management, installation, network troubleshooting, software integration issues, software regulation issues, security and asset management.
2. Knowledge of statewide information technology standards.
3. Knowledge of agency IT limitations and information technology integration and migration issues.
4. Ability to conduct market analyses and ability to determine industry trends in the general information technology market.
5. Knowledge of life cycle evaluation methodologies.
6. Strong contract development and negotiation skills.
7. Contract compliance and monitoring skills.
8. Knowledge of state procurement law and administrative rules.
9. Knowledge of software licensing models, standards and principles.
10. Knowledge of systems development methodologies and systems development management.
11. Knowledge of sound business management principles and practices.
12. Knowledge of policy and procedure development.
13. Strong oral and written communication skills.
14. Strong organizational skills.
15. Strong skill level using Microsoft Word and Excel to develop procurement documents and complex bid and proposal tabulations.