

POSITION SUMMARY

This Procurement Specialist-Objective position reports to the chief of the IT Enterprise Sourcing Section in the Division of Enterprise Operations' State Bureau of Procurement in the Department of Administration (DOA). This position performs work under general supervision.

This position manages enterprise information technology (IT) and telecommunications acquisition processes for the State, including the Division of Enterprise Technology in DOA.

This position focuses on procuring IT-related and telecommunications goods and services by using the Request for Proposal, Request for Bid and waiver of the sealed bidding process.

The position performs acquisitions of highly complex IT systems, supporting hardware and software and services in support of statewide IT initiatives. This position is responsible for applying procurement policies and procedures that address the unique and complex technological environment of mainframe and server computing, and telecommunications systems. This position covers the entire spectrum of the acquisition process including planning, forecasting, solicitation or bid development, evaluation processing, contract administration and disposal. Responsibilities also include development of information technology specifications and development of evaluation criteria, evaluation of vendor responses, vendor contract negotiations, monitoring for contract compliance, and equipment disposal processing. This position also works with other procurement teams and with other customer agencies in acquisition activities.

In order to ensure cost-effective acquisitions and successful negotiation of contracts, this position will require a detailed working knowledge of legacy and evolving telecommunications technologies and knowledge of the enterprise IT architectural direction, policies, standards and limitations set by the Division of Enterprise Technology.

Time Goals and Worker Activities

30% A. Responsible for developing technical specifications for IT and telecommunications equipment, software and related goods and services contracts. In order to perform this function, the incumbent must have a working knowledge of current information technology, insight regarding future trends in the assigned markets and understanding of the basic needs and requirements of customer applications.

A.1. Develop detailed and highly complex technical specifications. Under this function, the incumbent must have a detailed working knowledge of technology standards and hardware, , data storage and access hardware, personal computer and related peripheral configurations and technical specifications, and related goods and services and telecommunications specifications.

A.2. Conduct market analysis that provides a thorough knowledge of industry trends in the technology market, and used equipment market to determine best time to purchase IT equipment and software.

- A.3. Organize solicitations to encourage vendors to package responsive proposals. Within this function, the incumbent must be able to independently evaluate the feasibility and cost/benefit of alternative proposals.
 - A.4. Implement a detailed life cycle evaluation methodology as appropriate for each acquisition. Evaluate vendor responses to determine the lowest life cycle cost consistent with the evaluation criteria.
 - A.5. Develop the market-appropriate selection process for each acquisition identifying the evaluation criteria.
- 30% B. Responsible for managing the procurement process used to select IT equipment, software and services.**
- B.1. Coordinate the appropriate resources to participate in statewide standards groups and evaluation teams. Brief and train the committees on the acquisition process and statutes and rules governing state procurement.
 - B.2. Serve as the procurement resource for evaluation teams. Organize and compile the evaluation results.
 - B.3. Serve as the primary contact for vendors and schedule appropriate vendor presentations.
 - B.4. Negotiate with vendors to obtain best possible quality and pricing.
 - B.5. Discuss with management the awarding of contract(s) to the successful vendors.
- 25% C. Responsible for initial and ongoing contract negotiations for statewide contracts and for ongoing contract administration functions including a working knowledge of assigned commodity and service areas, and the financial and market standing of vendors.**
- C.1. Negotiate Best and Final Offers with vendors on proposals as appropriate. Analyze, evaluate and issue awards based on Best and Final submittals.
 - C.2. Negotiate terms and conditions, implementation schedules, deliverables and standards on enterprise contracts. Analyze costs and specific contract information for computer software, hardware and services.
 - C.3. Monitor vendor performance and take corrective action when necessary. Maintain current knowledge of vendor pricing structures.
 - C.4. 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.
- 10% D. Responsible for educating customer base on procurement policy and procedures specifically as they relate to the acquisition of IT hardware, software and services.**
- D.1. Through day to day contact provide information to customers that will help to ensure their understanding of the procurement process.

- D.2. On a regular basis along with procurement team members, organize and conduct workshops designed to teach agency staff and management the state procurement process
 - D.3. Assist in the development and on-going updates of a DOA procurement manual relating to IT and telecommunications.
 - D.4. Review assigned Request for Purchasing Authority/Approval (RPA) and author case letters for agency requests providing justification to the Governor's Office for waiver of the sealed bidding process.
- 5% E. Other duties as assigned.**
- E.1. Maintain up-to-date technology procurement skills through attendance at seminars and classes.
 - E.2. Provide accurate and timely status reports of projects and assignments to management and bureau team staff
 - E.3. Work on assigned special procurement projects.

SKILLS AND KNOWLEDGE REQUIRED FOR THIS POSITION

1. Knowledge of statewide telecommunication technology standards and other IT hardware, software and services markets.
2. Ability to conduct market analyses and ability to determine industry trends in IT and telecom markets.
3. Knowledge of life cycle evaluation methodologies.
4. Contract development and negotiation skills.
5. Contract compliance and monitoring skills.
6. Knowledge of state procurement law and administrative rules.
7. Knowledge of basic software licensing standards and principles.
8. Knowledge of policy and procedure development.
9. Strong oral and written communication skills.
10. Strong organizational skills.
11. Intermediate skill level using Microsoft Word and Excel to develop bid pricing sheets and bid evaluation abstracts.
12. Ability to work as part of a team