

## POSITION SUMMARY

This is a professional procurement manager position in the State Bureau of Procurement (SBOP), Consolidated Agency Purchases Services Section (CAPS). This position is responsible for working with the state agencies assigned to CAPS (hereafter referred to as CAPS Agency/Agencies) to: develop, manage, and coordinate procurements valued over \$50,000; develop contracts for services and commodities; assist in the review and development of procurement transactions requiring approval by the SBOP; and direct CAPS Agencies in use of established SBOP contracts. This position works with general supervision under the Consolidated Agency Purchases Services Section Chief.

This position provides direction to program personnel at CAPS Agencies assigned to: purchasing services and commodities over \$50,000 requiring a sealed bid process; waivers of the bidding process including the simplified and sealed bid process; grants; and contract administration activities. This position provides interpretation of SBOP purchasing policies; plans, develops and implements purchasing procedures impacting CAPS Agencies; develops, implements and manages procedures for a coordinated program of contract development and management.

## TIME GOALS AND WORKER ACTIVITIES

### 40% A. OVERSEE STATE AGENCY SEALED BIDDING VALUED OVER \$50,000

A1. Work closely with CAPS Agencies and vendors to meet the procurement needs for goods and services valued over \$50,000 in a timely manner:

A2. Accurately establish CAPS Agency purchasing needs and contract requirements through a team approach and assign tasks to CAPS Agency personnel to assist in specification development, bid language, cost methodology, price sheet development.

A3. Recommend procedures and guidelines to ensure sound procurement solicitations producing cost effective contracts that provide the necessary quality and timely provision of commodities and services. Discuss with section chief and implement as directed.

A4. Establish effective working relationships with vendors to determine industry capabilities, potential vendors, bidding conventions, market conditions, industry pricing standards, and other information important to preparing requests for bids and proposals.

A5. Prepare high quality Request for Bid (RFB) documents that include minimum mandatory requirements that are clear, concise, and responsive to CAPS Agency needs, best practices purchasing policy and industry conditions. Section chief reviews documents before they are released. Award of contracts is conducted with approval of the SBOP Administrative Review management team. Under the direction of the section chief, conduct contract negotiations as necessary.

A6. Prepare high quality Request for Proposal (RFP) documents that include minimum mandatory requirements and objectively measurable, technical and performance requirements. Documents are written clearly and concisely, responsive to CAPS Agency needs and reflect best practice purchasing policy and current market conditions. Section chief reviews documents before they are released. Award of contracts is conducted with approval of the SBOP Administrative

Review management team. Under the direction of the section chief, conduct contract negotiations as necessary.

10% B. PROVIDE ADMINISTRATIVE/COMMUNICATIONS SUPPORT TO THE SEALED BIDDING PROCESS

B1. Provide and maintain bid information on VendorNet as well as hard copy bid files in conformance with State Bureau of Procurement bidding procedures and bid file requirements for the purpose of documenting a legal, fair and transparent bid process.

B2. With communication of the section chief, organize and conduct vendor conferences and vendor communications as appropriate to obtain industry input.

B3. Review and analyze bidder price sheets to ensure consistency with bid pricing methodology, based on bid pricing methodology develop a pricing worksheet for calculating the lowest bid price, and verify the accuracy of bidder pricing calculations and the final abstract of bidder pricing.

20% C. DEVELOP AND MANAGE CONTRACTS FOR ASSIGNED COMMODITIES AND SERVICES

C1. Under the direction of the section chief, search for new approaches to procurements in assigned commodity and service areas by evaluating established contracts and new bid proposal directions.

C2. Using agency input and assistance where appropriate, prepare clearly and accurately written procurement contracts and amendments pertaining to current products, vendors and ordering procedures. Section chief reviews documents before they are released.

C3. Facilitate contentious or substandard contractor performance issues between contractor and CAPS Agency as needed. Take necessary actions to ensure compliance with contract requirements such as guiding CAPS Agency on developing contractor performance documentation and corrective action plan if necessary. Section chief reviews proposed action plan before it is implemented.

C4. With input from agency users, negotiate renewals of contracts with necessary revisions of terms as appropriate. Section chief provides direction and review of negotiations.

20% D. PROVIDE REVIEW AND SUPPORT TO CAPS AGENCIES FOR PROCEDURES REQUIRING STATE BUREAU OF PROCUREMENT APPROVAL AND STATEWIDE MANDATORY CONTRACTS.

D1. Provide analysis and review of CAPS Agency requests to waive the simplified and sealed bidding processes. Section chief approves waiver requests of \$25,000 or less; and approves justification for waivers over \$25,000 for approval by Governor.

D2. Review agency requisitions and purchase order requests thoroughly to ensure compliance with procurement policies and procedures. Prepare accurate responses within a reasonable time of receipt, depending on complexity.

D3. Review and provide guidance to CAPS Agencies on developing SBOP Procurement Plans, the Request for Purchasing Authority process, Piggybacking, and other procurement processes requiring SBOP approval.

D4. Provide guidance and direction on using SBOP Mandatory Contracts

D5. Assist CAPS agencies in bidding alternatives for contract development through the use of approved: State of Wisconsin (State) agency contracts; State, federal, or municipal contracts; or contracts available through the Western States Contracting Alliance or other approved state group purchasing consortiums.

5% E. PROVIDE STAFF SUPPORT TO BUREAU AND STATEWIDE COMMITTEES, TASK GROUPS AND SPECIAL PROJECTS

E1. Assist in conducting assigned purchasing audits of CAPS Agencies as well as State Bureau of Procurement Delegated agencies in a thorough and timely manner.

E2. Participate in Department of Administration and statewide task groups and/or provide ongoing staff support by furnishing reports and other information as requested.

E3. Provide procurement-related information to vendors and other customers in support of the VendorNet Help Desk or other automated procurement systems.

5% F. CONDUCT OTHER DUTIES AS ASSIGNED

F1. Provide backup assistance to Consolidated Agency Purchases Services areas assigned to other purchasing managers in the CAPS section or SBOP as needed.

F2. Perform assigned special projects thoroughly, thoughtfully and on time.

#### Knowledge and Skills Required

- Ability to establish effective working relationships with CAPS section co-workers, the Bureau of Procurement and external state agencies
- Excellent written and verbal communication skills
- Excellent analytical skills
- Intermediate skill level in Microsoft Excel or similar software
- Intermediate skill level in Microsoft Word or similar software
- Good leadership and organizational skills
- Extensive knowledge in the procurement of products and services
- Thorough understanding of State of Wisconsin Procurement Policies and Procedures issued in the State Bureau of Procurement Manual
- Knowledge of cost analysis methodology
- Knowledge of effective contracting techniques
- Knowledge of purchasing: terminology and concepts; bid specification and performance standards/Service Level Agreement development and market research.