

PROCUREMENT SPECIALIST – OBJECTIVE

POSITION SUMMARY

This is a professional procurement position in the State Bureau of Procurement under the general supervision of the Section Chief for the Enterprise Sourcing Section. This position is responsible for the development, management, and coordination of multi-million dollar, statewide contracts and service groupings; as well as assisting in the development of policies and procedures for purchasing for all assigned commodity and service areas.

Under general supervision, this position focuses on procurement and contract administration of complex and high risk services and changing commodities using the Request for Bid (RFB) or Request for Proposal (RFP) process. Specialist must be able to conduct and award bids and/or requests for proposals; work independently, recognize bid flaws and correct them; respond knowledgeably to agency requests for contract information; monitor contractor performance, and assure compliance with contract requirements. Responsibilities may include chairing statewide procurement committees for exploring bid strategies, specifications, and contract language. The position may be assigned to lead or participate in statewide task forces to resolve purchasing issues and participates in the development and presentation of training and outreach for state agencies and vendor groups. The position interacts with the Bureau's other Procurement Specialists and may, at times, interact with other external user groups. The position may also assist in training purchasing personnel at all state agencies in assigned areas.

Goals and Worker Activities

Time
65%

- A. DEVELOP AND MANAGE CONTRACTS FOR ASSIGNED COMMODITIES AND SERVICES.
 - A1. Search for new approaches to procurement in assigned commodity areas, evaluating established contracts, and new bid and proposal directions. Make recommendations for continuation or termination of current contracts and/or implementation of new contracts.
 - A2. Accurately establish agency purchasing needs and contract requirements through standards committees, questionnaires, and other contacts with agencies to ensure cost effective contracts that provide the necessary quality of commodities and related services. As the procurement expert in the primary commodity and service areas, provide guidance to agencies on procurement procedures and guidelines to ensure sound procurement solicitations producing cost effective contracts that provide the necessary quality of commodities and related services. Discuss with section chief and implement as directed.
 - A3. Establish effective working relationships with various stakeholders to understand industry market conditions, identify potential new vendors, and obtain other information important to preparing requests for bids or proposals. Under the supervision of the section chief, organize and conduct vendor conferences as appropriate, reply to vendor/proposer questions, and amend RFB and RFP specifications as required.

- A4. Develop high quality bid and request for proposal documents that include all requirements and that are clear, concise, easy to understand, responsive to agency needs. Solicitations will reflect industry standards and procurement best practices including measurable performance and contract monitoring standards. Consult with other experts as needed to develop procurement documents. Organize standards committees and assign tasks to agency personnel to assist in specification development, bid language, cost methodology and obtain section chief approval of documents before they are released. Conduct contract negotiations as necessary and, after following Bureau processes, award contracts in a fair and impartial manner.
- A5. Manage contracts by assisting state agencies, campuses, and municipal users on the implementation, use, and terms of contracts. Develop a User's Guide for each contract that is accurate, clearly written, easy to understand, and contains all necessary information. Respond to agency requests for contract information and assistance in a timely, courteous and helpful manner, paying particular attention to urgency of requests for problem resolution. Act as a liaison between contract users and contractors to resolve contractual issues.
- A6. Prepare procurement contracts and amendments that are accurate, clearly written, easy to understand, and contain all necessary information with adequate lead-time to provide advance notification to agencies and municipal purchasing participants. The section chief reviews all documents before they are released. Assist in discussing and promoting new contracts.
- A7. Under the general supervision of the section chief, negotiate renewals of contracts with any necessary revisions of terms as appropriate with input from agency users and in depth analysis of current market conditions.
- A8. Assist in development and presentation of training as requested.
- A9. Assist in developing and implementing policies to govern the procurement of goods and services, in assigned areas, to improve purchasing efficiency and achieve statutory and policy goals.

Time
15%

- B. MONITOR VENDOR PERFORMANCE, MAINTAIN RECORDS, PERFORM ANALYSES, AND DEVELOP REPORTS.
- B1. Review vendor reports, develop a data system to track performance, and compare data to industry standards.
- B2. Analyze vendor performance, trends, and compare to benchmarks.
- B3. Prepare reports and post information to State sites as required.

Time
15%

C. PROVIDE STAFF SUPPORT TO BUREAU AND STATEWIDE COMMITTEES,
TASK GROUPS AND SPECIAL PROJECTS AS REQUESTED

- C1. Participate in department and statewide task groups and/or provide ongoing staff support by furnishing reports and other information as requested.
- C2. Participate in various work groups associated with the ongoing development and enhancement of Vendor Net and other procurement improvement projects.
- C3. Provide and maintain on VendorNet information related to assigned bids and contracts; prepare bid synopses and other information as assigned.
- C4. Provide procurement-related information to vendors• and other customers as needed.

Time
5%

D. PERFORM OTHER DUTIES AS ASSIGNED

- D1. Provide backup assistance to commodity areas assigned to other procurement specialists in the Bureau as needed.
- D2. Perform assigned projects thoroughly, thoughtfully and on time.
- D3. Perform other tasks as needed.

SKILLS AND KNOWLEDGE REQUIRED:

- 1. Knowledge of state procurement laws, administrative code and state procurement policies and procedures
- 2. Public procurement experience
- 3. Effective interpersonal skills, including conflict resolution
- 4. Strong computer skills
- 5. Professional communications, both written and verbal, including formal presentations
- 6. Skill in leading and facilitating teams/work groups
- 7. Analytical and research skills

SPECIALIZED KNOWLEDGE AND EXPERIENCE:

- 1. In depth knowledge of assigned commodity areas including current technology, pricing and supply and demand issues that impact bidding methodology, vendor performance, market conditions, and monitoring of industry practices
- 2. Ability to manage contracts, bid processes, and lead cross-functional bid and bid evaluation teams
- 3. Excellent analytical skills to develop clear bid/proposal requirements, pricing methodologies and forms