

POSITION SUMMARY

This is a professional procurement manager position in the State Bureau of Procurement, Consolidated Agency Purchases Services (CAPS) Section. This position is responsible for: the development, management, and coordination of Consolidated Agency Purchases Services policies and procedures; working with the State Agencies assigned to the Consolidated Agency Purchases Services Section (Agencies); assisting in development of contracts for services and commodities as a result of a Request for Proposal (RFP), a Request for Bid (RFB) or Sole Source waiver process; and developing relationships with assigned Agencies to direct them in use of established State Bureau of Procurement Contracts. This position works in an Enterprise leadership role under general supervision of the CAPS Section Chief.

This position provides direction in developing policies and procedures for purchasing and contract specialist personnel for assigned Agencies addressing the unique and complex technological needs related to the various departmental purchasing and grant activities. This position provides interpretation of State Bureau of Procurement purchasing policies. These policies and procedures cover the entire spectrum of commodities, services and technology procurements including solicitation planning and development, evaluation of solicitations, and negotiating contracts that may include end-user agreements. The position plans, develops and helps Agencies with purchasing policy implementation through training; implements and manages procedures for coordinated contract development and management, product evaluation, and maintenance and service projects for assigned departmental or state enterprise programs. The position reviews and edits legal terms and conditions for end-user agreements submitted by vendors as part of the RFB and RFP solicitation process.

This position requires the knowledge to develop cost-effective procurements and to perform successful negotiation techniques as well as an in depth understanding of the Consolidated Agency procurement services, directives, policies, and limitations set by the Division of Enterprise Operations and the Bureau of Procurement (BOP).

Time% GOALS AND WORKER ACTIVITIES

- 40% A. Oversee State Agency Purchasing Activities in Assigned Areas.
- A1. 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.
 - A2. Work with assigned Agencies to ensure compliance and necessary documentation for requests to waive bidding requirements. Section chief advises on analysis and reviews case.
 - A3. Assist in conducting assigned purchasing audits of state agencies in a thorough and timely manner.
 - A4. Accurately establish Agency purchasing needs and contract requirements using a team approach utilizing inter-agency committees, questionnaires and other Agency contacts. Recommend 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.

- A5. Establish effective working relations 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.
 - A6. Organize and conduct vendor conferences as appropriate to obtain industry input.
 - A7. 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. Provide prompt acknowledgment to the requestor while proceeding with steps necessary to reach resolution.
 - A8. Develop solicitation evaluation methodology as applicable using cost benefit analysis for service solicitations, trade in market knowledge for used equipment and asset management analysis.
 - A9. Review edit and negotiate changes to Terms and Conditions submitted by vendors and other contractual language for final review by Section Chief and Agency Legal staff.
 - A10. Prepare and conduct Administrative Reviews with the BOP management team prior to the award of contracts resulting from the RFP and RFB process. The review process will include complex and detailed abstract information along with review of the vendor compliance with specifications and bidder qualifications.
 - A11. Work closely with assigned Consolidated Agencies to review completed solicitations for awards and contract administration.
- 20% B. Develop purchasing policy and procedures.
- B1. Work closely with State Agencies assigned to the CAPS Section to meet Agency Procurement needs. Develop strategies to ensure smooth delivery of Bureau of Procurement services to the Departmental needs.
 - B2. Assist in developing the implementing policies to govern the procurement of goods and services in assigned areas by state agencies to improve purchasing efficiency and achieve statutory and policy goals.
 - B3. Assist in developing new and updating existing Bureau of Procurement Policy Manual.
- 20% C. Develop and manage contracts to assigned commodities and services.
- C1. Independently search for new approaches to procurement in assigned commodity areas evaluating established contracts and new bid proposal directions.
 - C2. Organize standards committees and assign tasks to agency personnel to assist in specification development, bid language, cost methodology, cost sheet development. Prepare high quality bid and request for proposal (RFP) documents that include clear, concise, and easy to understand specifications and requirements responsive to agency needs, best practices purchasing policy and current industry conditions. Section chief reviews documents before they are released.

Under the direction of the section chief, conduct contract negotiations as necessary and award contracts in a fair and impartial manner, according to Wisconsin procurement rules.

C3. Using agency input and assistance where appropriate, prepare procurement contracts and amendments to instruct agency personnel on current products, vendors and ordering procedures incorporating applicable information for municipal purchasing participants. Issue accurate, clearly written contract amendments with adequate lead time to complete the signature process prior to contract expiration and program needs. Section chief reviews documents before they are released.

C4. Monitor contractor performance and take necessary actions to ensure compliance with contract requirements. Section chief reviews proposed action plan before it is implemented.

C5. With input from agency users, negotiate renewals of contracts incorporating revisions of terms as appropriate. Section chief provides direction and review of negotiations.

15% D. Provide Staff Support to Bureau and Statewide Committees, Task Groups and special projects.

D1. Participate in department and statewide task groups and/or provide ongoing staff support by furnishing reports and other information as requested.

D2. Lead work groups associated with the ongoing development and enhancement of automated purchasing systems and other procurement improvement projects.

D3. Provide and maintain automated purchasing system(s) information related to assigned bids and contracts; preparation of bid synopses and other information as assigned.

D4. Provide procurement-related information to vendors and other customers in support of the VendorNet or other automated purchasing system help desk requests.

D5. Provide procurement training and outreach for Consolidation Purchasing Agencies on information pertaining to the CAPS section as well Bureau of Procurement and state purchasing policies and procedures.

D6. Provide continual support for all Consolidated Agencies using automated purchasing systems including guidance for creating purchase orders in conformance with procurement policies and procedures.

5% E. Conduct other duties, as assigned

E1. Provide backup assistance to CAPS areas assigned to other purchasing managers in the bureau as needed.

E2. Perform assigned special projects thoroughly, thoughtfully and on time.

Knowledge and Skills Required

- Ability to establish effective working relationships with co-workers, Bureau of Procurement and State Agencies.
- Excellent written and verbal communication skills.
- Excellent analytical and technical skills to develop complex bid abstracts as well verification of bid abstract computations ensuring sound and defensible contract awards.
- Excellent market research skills to determine applicable industry performance standards technologies and pricing methodologies when developing RFBs and RFPs.
- Effective negotiation skills.
- Good leadership and organizational skills.
- Knowledge and application of procurement cost-benefit analyses.
- Knowledge of and application of effective contracting techniques.
- Thorough understanding of State of Wisconsin Procurement policies and procedures.
- Knowledge of State Statutes and Administrative Codes governing Wisconsin Purchasing