

Procurement Specialist - Senior

POSITION SUMMARY

This is a professional procurement manager position in the State Bureau of Procurement, Enterprise Sourcing Section. This position is responsible for the development, management, and coordination of complex multi-million dollar, statewide contracts in assigned commodity and service groupings. This position reports to the chief of the Enterprise Sourcing Section in the Division of Enterprise Operations, Bureau of Procurement and performs duties under general supervision. This position focuses on procuring highly technical services and commodities using and finding creative procurement solutions for changing commodity technologies and service industries such as vehicles, vehicle repairs, roadside assistance, subrogation services, equipment and rental/lease requests. Responsibilities include chairing statewide procurement committees for exploring bid strategies, specifications and contract language. This position may be assigned to lead or participate in statewide task forces to resolve purchasing issues and may participate in the development and presentation of training and outreach for state agencies and vendor groups. This position provides direction and recommendations to the Section Chief in developing policies and procedures for purchasing personnel for all assigned commodity areas.

GOALS AND WORKER ACTIVITIES

Time%

55% A. DEVELOP AND MANAGE CONTRACTS FOR ASSIGNED COMMODITIES AND SERVICES

A1. Under the general supervision of the section chief, search for new approaches to procurement in assigned commodity areas evaluating established contracts and new bid proposal directions. In consultation with the Bureau of Procurement Management Review Board and affected agencies, 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. Provide guidance to agencies and municipalities on 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 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. Under the supervision of the section chief, organize and conduct vendor conferences as appropriate to obtain industry input reply to vendor/proposer questions, and amend bid specifications or RFPs as required.

A4. Develop creative solutions for procuring commodities and services by preparing high quality bid and request for proposal (RFP) documents that are clear, concise, easy to understand, and responsive to agency needs. Procurements will reflect industry and procurement best practices including measurable performance and contract monitoring standards. Consult with legal

counsel, risk management, and other experts as needed to develop procurement documents. Organize and lead 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. Under the general supervision of the section chief, conduct contract negotiations as necessary and 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. Respond to user requests for contract 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. Using agency input and assistance where appropriate, prepare procurement contracts and amendments to instruct agency personnel on current products, vendors and ordering procedures, incorporating appropriate information for municipal purchasing participants. Issue amendments to contracts that are accurate, clearly written, easy to understand and contain all necessary information with adequate lead time to provide advance notification to agencies. Section Chief reviews documents before they are released. Assist in discussing and promoting new contracts through the State Agencies Purchasing Council and Vendor Net.

A7. Monitor contractor performance and take necessary actions to ensure compliance with contract requirements. Develop corrective action plans as needed. Provide executive briefing of proposed action plans. Section chief reviews proposed action plan before it is implemented.

A8. Under general supervision of the section chief, and with input from agency users, negotiate renewals of contracts with any necessary revisions of terms as appropriate. Conduct in depth analysis of current marketing conditions.

25% B. OVERSEE STATE AGENCY PURCHASING ACTIVITIES IN ASSIGNED AREAS

B1. Provide leadership and technical consultation to agency program staff responsible for procuring vehicles and related transportation services and commodities.

B2. Assist in developing the implementing policies and procedural solutions 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. As the state's programmer, develop reports, prepare and give presentations on program performance and respond to questions.

15% C. PROVIDE STAFF SUPPORT TO BUREAU AND STATEWIDE COMMITTEES, TASK GROUPS AND SPECIAL PROJECTS

C1. Participate in and or lead department and statewide task groups and/or provide ongoing staff support by furnishing reports and other information as requested.

C2. Participate in and or lead various work groups associated with the ongoing development and enhancement of Vendor Net and other procurement improvement projects.

C3. Provide and maintain 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 in support of the VendorNet Help Desk.

5% D. CONDUCT OTHER DUTIES AS ASSIGNED

D1. Provide backup assistance to commodity areas assigned to other purchasing managers in the Bureau as needed.

D2. Perform assigned special projects thoroughly, thoughtfully and on time.

Commodity/Service Assignment Areas:

Vehicles

Managed Maintenance Provider Tires

Vehicle Lifts

Vehicle Rentals

Vehicle Leases

Knowledge and Skills Required:

- Ability to establish effective working relationships with co-workers, Bureau of Procurement and all State Agencies.
- Excellent written and verbal communication skills.
- Effective negotiation skills.
- Good leadership and organizational skills.
- Extensive knowledge in the procurement of products and services.
- Thorough knowledge and understanding of State of Wisconsin Procurement guidelines.
- Knowledge of cost analysis methodology.
- Knowledge of effective contracting techniques.
- Knowledge of Commodity and Service Contracts terminology and concepts.
- Advanced skill level using Microsoft Word and Excel to develop bid pricing sheets and bid evaluation abstracts
- Knowledge of State Statutes and Administrative Codes governing Wisconsin Purchasing laws.