

PROCUREMENT SPECIALIST
POSITION SUMMARY
Position Number: 007659

This is a professional Procurement Specialist position within the Wisconsin Department of Administration, State Bureau of Procurement (SBOP or Bureau), Consolidated Agencies Purchasing Services (CAPS) section. The CAPS section is responsible for the coordination of activities involved with the procurement and requisition of commodities and services for its consolidated agencies including the Department of Administration. This is an enterprise level position involving requisitions and Requests for Bids (RFBs) for 11 state agencies and 10 attached boards (the Consolidated Agencies) that works under close, progressing to limited supervision. The individual is responsible for duties related to the automated purchasing system: review of purchase requisitions; performing training on the requisition process; performing periodic reviews of CAPS agencies to ensure compliance with purchasing policies; serving as the Bureau representative to the Automated Purchasing Working Group; and representing CAPS and Consolidated Agencies on workgroups for design and transition to the new, People Soft automated purchasing system.

This Position is also responsible for working with the Consolidated Agencies to gather clear and concise specifications or statements of work to prepare and issue RFBs. Decisions relative to the vendor award will be reviewed by the supervisor and the Bureau Administrative Review Committee prior to actual award.

GOALS AND WORKER ACTIVITIES

45% A. AUTOMATED PURCHASING SYSTEM

- A1. Review purchase requisitions for accuracy and completeness to ensure the proper procurement authority is being used and supporting documentation is electronically attached. Contact CAPS agencies as needed to resolve issues.
- A2. Provide training on the automated purchasing system. This includes new DOA staff and CAPS supported agencies, when requested.
- A3. Utilize the automated purchasing system to conduct periodic reviews to ensure that CAPS agencies are compliant with state polices related to the use of mandatory contracts, competitive requirements and avoidance of serial purchasing.
- A4. Serve as the Bureau representative to the Automated Purchasing System Working Group. Attend regularly scheduled meetings to discuss system problems, suggested enhancements, etc.
- A5. Suggest policies to ensure accuracy and accountability for CAPS requisition responsibilities and the Consolidated Agency work flow processes.

30% B. OVERSEE STATE AGENCY PURCHASING ACTIVITIES IN ASSIGNED AREAS

B1. Work with state agencies assigned to the Consolidated Agency Purchasing Services section to meet their procurement requirements for various goods and services.

B2. Manage basic, progressing to more complex procurement activities on behalf of those agencies. Responsibilities include Request for Bids, Request for information, Procurement Plans, Request for Purchasing Authority (sole source, general waivers, motor vehicle purchases, legal services, and collective purchase), and Grant Exemptions. Thorough knowledge and application of the State Bureau of Procurement Manual policies and procurement file documentation requirements for the above procurement activities is essential to the work performed by this position. Work is performed under close, progressing to limited supervision.

B3. Respond to agency requests for contract information and assistance in a timely, courteous, and helpful manner, paying particular attention to urgent requests for problem resolution. Provide prompt acknowledgment to the requestor while proceeding with steps necessary to reach resolution with close, progressing to limited supervision.

B4. Prepare and present Administrative Reviews of solicitations to the Bureau Management Team upon completion of the bid process and prior to award. This includes the development of a detailed bid abstract and review of the awarded vendor's compliance in meeting the specifications and qualifications of the bid.

15% C. DEVELOP CONTRACTS FOR ASSIGNED COMMODITIES AND SERVICES

C1. Work with agencies to prepare accurate and clearly written contracts resulting from a formal procurement process. Send contracts to the awarded vendor(s) and agency to obtain signatures. Maintain an original signed copy in the official bid file and distribute signed copies back to the vendor(s) and agency.

C2. As required, issue amendments to contracts that are accurate, clearly written and easy to understand. Section chief will review documents prior to being released.

C3. Upon notification from CAPS agencies, the CAPS contract administrator will take necessary action to ensure compliance with contract requirements. Section chief reviews proposed action plan before it is implemented.

10% D. CONDUCT OTHER DUTIES AS ASSIGNED

D1. Provide backup assistance to Consolidated Agency Purchasing Services areas assigned to other section, procurement specialist staff.

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

KNOWLEDGE AND SKILLS

1. Understanding of state procurement laws, administrative code and State Procurement Manual policies and procedures.
2. Completion of the Bureau of Procurement's core training classes within six-months of the month of hire.
3. Thorough attention to detail and accuracy in all work products.
4. Ability to establish effective working relationships with co-workers, Bureau management and other State agencies.
5. Intermediate Microsoft Office Excel spreadsheet and formula development and Microsoft Word for developing bid documents and vendor correspondence.
6. Strong analytical and research skills.
7. Strong business and exposition writing skills.
8. Excellent organizational skills.
9. Willingness to learn new business systems and increase and build procurement knowledge and skills.