

Procurement Specialist - Objective (IT Acquisitions Analyst)

Position Number: 333710

POSITION SUMMARY

This Procurement Specialist - Objective position reports to the chief of the IT Enterprise Sourcing Section in the Division of Enterprise Operations, Bureau of Procurement of the Department of Administration (DOA) and performs work under general supervision.

The position manages enterprise information technology (IT) procurement processes for the State, including the Division of Enterprise Technology in the Department of Administration as well as other customer agencies. This position focuses on procuring telecommunications and IT related goods and services by using the Request for Proposal, Request for Bid, waiver of the sealed bidding process and DOA Exemption Authority.

This position performs procurements of highly complex telecommunications and unified communications services, systems, equipment and supporting hardware and software for statewide and enterprise IT initiatives. This position is responsible for applying procurement policies and procedures that must address the unique and complex technological environment of telecommunications as well as the federal and state regulations and regulatory bodies that govern access and billing of telecommunication voice and data services. This position is responsible for the entire spectrum of IT – telecommunications procurement including planning, forecasting, solicitation development, evaluation of solicitations, negotiating contracts, contract administration and equipment disposal processes. Responsibilities also include assisting with development of information technology specifications, and the development of cost and evaluation criteria. This position leads and coordinates multi-agency, cross-functional procurement teams.

In order to ensure cost-effective procurements and successful negotiation of contracts, knowledge of legacy, new and evolving telecommunications services, equipment as well as the standards set by the Division of Enterprise Technology will be required.

Time

Goals and Worker Activities

- 35% A. **Responsible for developing technical specifications for telecommunications voice, data and video networking hosted services and customer premise equipment and voice processing and billing software. In order to perform this function the incumbent must have working knowledge of voice, data, and video services and equipment for both fixed and wireless infrastructures.**
- A.1. Develop detailed and complex telecommunications specifications. Under this function, the incumbent must have working knowledge of:
- Integrated Services Digital Network Primary Rate Interface (ISDN PRI)
 - High Capacity Local Voice Trunking
 - Transport types including channelized DS1, DS-3, and Voice over Internet Protocol (VoIP) Session Initiation Protocol (SIP) trunking
 - Long Distance services
 - Bridge and video conferencing services equipment
 - Wireless services and equipment
 - Hosted telecom services, ie., Centrex, voice processing, VoIP
 - Customer Premise Equipment, ie., private branch exchange, digital key system, single-line and multiple-line sets
 - Wisconsin Telecommunications Relay Services (TRS) and Captioned Telephone Relay Services (CTS) and equipment
- A.2. Develop solicitations to allow an evaluation methodology for each acquisition to include cost benefit analysis, used equipment markets and an analysis of life cycle management.

Time

Goals and Worker Activities

- A.3. Conduct market research to provide a thorough knowledge of telecom industry and technology trends to determine the optimal time to purchase IT equipment and software.
- A.4. Analyze market, technology and recent state enterprise acquisitions to determine most cost effective procurement method(s): Request for Bid (RFB), Request for Proposal (RFP), or waiver or exemption of the sealed bid process.
- A.5. Review agency procurement documents to assure conformity with purchasing policies and requirements and provides assistance and consultation.

25%

B. Responsible for managing the procurement process used to select and procure telecommunications services and equipment, and other IT related goods, services and software.

- B.1. Develop solicitation methodologies and related documents to maximize competition for each acquisition.
- B.2. Coordinate the appropriate resources to participate in statewide and agency-specific standards groups and evaluation teams. the solicitation evaluation and selection process.
- B.3. Serve as the procurement resource for evaluation committees. Organize and compile the evaluation results and bid abstracts.
- B.4. Serve as the primary contact for the vendors and schedule appropriate vendor presentations and other meetings.
- B.5. Confer with management on the awarding of all contract(s) by successfully completing the Administrative Review (or similar) approval process.

25%

C. Responsible for initial and ongoing negotiation of telecom service and equipment contracts including a working knowledge of the financial and market standing of vendors.

- C.1. Provide consultation to state agencies and Department of Administration program staff to help minimize service and equipment costs related to contract purchases.
- C.2. Analyze costs and specific contract information for telecom services and equipment.
- C.3. Maintain current knowledge of telecom service and equipment vendor pricing structures.
- C.4. Organize and compile contract utilization service and equipment data to maximize state's leveraging abilities for new contracts and contract renewals.
- C.5. Negotiate with vendors to obtain the best quality and price of services.

10%

D. Responsible for educating customer base on procurement policy and procedures specifically as they relate to the procurement of telecom and IT goods and services.

- D.1. Provide information to customers that will help to ensure their understanding of the procurement process including the DOA Exemption Authority and waiver of the sealed bidding process, and all available sourcing tools (Request for Bids, Request for Proposals, and use of other contracts (e.g. piggybacking)).
- D.2. On a regular basis along with procurement team members, organize and conduct training designed to teach IT and telecommunications staff and management the procurement process.

Time

Goals and Worker Activities

- D.3. Assist in development and on-going updates of the DOA procurement manual relating to IT and telecom services.
- D.4. Research and develop draft policies for new statutory responsibilities upon request.
- D.5. Serves as the primary author for telecom related case letters providing justification for waiver of the sealed bidding process.

5% E. Other duties as assigned.

- E.1. Maintain up-to-date technology procurement skills through attendance at seminars and classes.
- E.2. Provide accurate and timely status reports of projects and assignments.
- E.3. Work on assigned special procurement projects.

SKILLS AND KNOWLEDGE REQUIRED FOR THIS POSITION

1. Knowledge of statewide telecommunication technology standards and other IT hardware, software and services markets.
2. Ability to conduct market analyses and ability to determine industry trends in IT and telecom markets.
3. Knowledge of life cycle evaluation methodologies.
4. Contract development and negotiation skills.
5. Contract compliance and monitoring skills.
6. Knowledge of state procurement law and administrative rules.
7. Knowledge of basic software licensing standards and principles.
8. Knowledge of policy and procedure development.
9. Strong oral and written communication skills.
10. Strong organizational skills.
11. Intermediate skill level using Microsoft Word and Excel to develop bid pricing sheets and bid evaluation abstracts.
12. Ability to work as part of a team