

PROCUREMENT SPECIALIST  
POSITION SUMMARY

Position Number: 333703

This is a professional position under the supervision of the Section Chief for the Enterprise Sourcing Section. The position is responsible for the development, management, and coordination of well-established statewide contracts in assigned commodity and service groupings. Under close, progressing to limited supervision, the position assists in developing policies and procedures for purchasing personnel for a limited number of assigned commodity areas.

This position focuses on procurement and contract administration of services and commodities using the Request for Bid process. Under general supervision, the specialist must be able to conduct and award bids; respond knowledgeably to agency requests for contract information; monitor contractor compliance, and assure compliance with contract requirements.

GOALS AND WORKER ACTIVITIES

- 45% A. DEVELOP AND MANAGE CONTRACTS FOR A LIMITED NUMBER OF ASSIGNED COMMODITIES AND SERVICES
- A1. Search for new approaches to procurement in assigned commodity areas by evaluating established contracts and solicitation 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 a limited number of commodity areas, provide basic guidance to agencies on procurement procedures and guidelines to ensure sound procurement solicitations. Discuss with section chief and implement as directed.
  - A3. 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.
  - A4. 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 the steps necessary to reach resolution.
  - A5. 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. Under supervision of the section chief, organize and conduct vendor conferences as appropriate and reply to vendor/bidder questions.
  - A6. 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.

- A7. 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 and easy to understand. Section chief will review documents prior to being released. Assist in discussing and promoting new contracts through the State Agencies Purchasing Council (SAPC) and through VendorNet.
- A8. Monitor contractor performance and take necessary actions to ensure compliance with contract requirements. The section chief reviews proposed action plan before it is implemented.
- A9. With concurrence from agency users and under the general supervision of the section chief, negotiate renewals of contracts with any necessary revisions of terms as appropriate.

20% B. MANAGE THE SOLICITATION PROCESS

- B1. Develop high quality solicitation documents that include all requirements and that are clear, concise, easy to understand and responsive to agency needs. Solicitations will reflect industry standards and procurement best practices including measureable performance and contract monitoring standards. Consult with other experts as needed to develop procurement documents.
- B2. 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.
- B3. Conduct contract negotiations and, after following Bureau processes, award contracts in a fair and impartial manner.

15% C. MONITOR VENDOR PERFORMANCE, PERFORM ANALYSIS, AND DEVELOP REPORTS

- C1. Review vendor reports, and compare data to industry standards.
- C2. Develop a data system to track performance

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. Participate in various work groups associated with the ongoing development and enhancement of VendorNet and other procurement improvement projects.

- D3. Provide and maintain on VendorNet information related to assigned bids and contracts. Prepare bid synopses and other information as assigned.
- D4. Provide procurement related information to vendors and other customers in support of the VendorNet Help Desk.

5% E. CONDUCT OTHER DUTIES AS ASSIGNED

- E1. Provide backup assistance to commodity areas assigned to other purchasing specialists in the Bureau as needed.
- E2. Perform assigned special projects thoroughly, thoughtfully and on time.

KNOWLEDGE AND SKILLS

- 1. Knowledge of state procurement laws, administrative code and state procurement policies and procedures or completion of the Bureau's core training classes within a 6 month period.
- 2. Knowledge of cost analysis methodology.
- 3. Ability to establish effective working relationships with co-workers, the Bureau of Procurement and other State agencies.
- 4. Strong computer skills.
- 5. Professional communications, both written and verbal, including formal presentations.
- 6. Skill in leading and facilitating teams/work groups.
- 7. Excellent organizational skills and detail oriented.
- 8. Effective interpersonal skills, including conflict resolution.
- 9. Analytical and research skills.
- 10. Willingness to learn.