

Position Description

**Program and Policy Analyst**

**Working Title: Contractor Certification and Bidding/Contracting Oversight Analyst**

Position Number: 19712

POSITION SUMMARY:

Under the general supervision of the Advisor to the Administrator, this position is responsible for developing, implementing, and managing the DFD contractor certification program and oversight of several division responsibilities. In addition, this position provides oversight of Minority Business Enterprise (MBE) and Disabled Veteran-owned Business (DVB) contract participation, and the contractor evaluation program for the Division. This position also serves in a back-up capacity to the State Building Commission Recording Secretary, assists in the Capital Budget development, and assists in open records coordination. This position requires excellent customer service skills and the ability to work effectively as a team member. Position frequently corresponds with contractors and construction industry stakeholders.

Time %   Goals and Worker Activities

**40%   A.   Administer the contractor certification program for the state building program. Assist in the development, implementation, and oversight of the contractor certification program for qualified and responsible bidders in strict accordance with Wis. Stat. §16.855.**

- A1. Assist in the development of the newly established contractor certification process which requires contractors to be certified as qualified and responsible bidders to submit bids on state construction projects over \$50,000.
- A2. Provide assistance to contractors in completing the certification form, answer questions relating to WisBuild registration, and troubleshoot and respond to any inquires or WisBuild Help Desk tickets about the certification process. Provide certification forms and instructions to contractors upon request.
- A3. Receive and analyze incoming certification documents within a reasonable time frame and verify all certification criteria strictly complies with Wis. Stat. §16.855. Review contractor business records, WisBuild records, debarment lists, non-compliance lists, and tax compliance. Conduct reference checks on projects to verify contractor's performance.
- A4. Meet regularly with division leadership to review certification applications and certification thresholds determination. Prepare analysis reports for certification decisions as requested.
- A5. Notify contractors of certification decision, update WisBuild vendor record with certification thresholds, and maintain certification status list. Upload certification documentation to contractor's WisBuild record.
- A6. Correspond with contractors and the construction industry stakeholders to promote awareness of the contractor certification requirement and assist them through the process.
- A7. Notify contractors of their certification expiration prior to their two year end date. Assist them through the process of updating and renewing their certification status. When contractors request increase in certification threshold, provide instructions on applying for updated certification status.
- A8. Participate in the effort to automate the bidder certification process utilizing either established technology such as WisBuild, or new technology that may be implemented through electronic bidding.
- A9. Assist in the development and implementation of Administrative Rules governing the decertification process. When a contractor no longer meets the criteria of a qualified and

responsible bidder established by Wis. Stat. §16.855, work with division leadership to implement appropriate procedures for decertification.

- A10. Assist in the decertification process for the notification, hearing, and means to appeal a decision where a contractor is determined to no longer be a qualified or responsible bidder.
- A11. Assist in the development and implementation of a contractor evaluation process to document contractors' record of satisfactory completion of work. Develop forms and documents for the contractor performance evaluation process and ensure that performance criteria complies with Wis. Stat. §16.855.
- A12. Assist in development and implementation of the process to debar a contractor or bidder pursuant to Administrative Code ADM21 and Wis. Stat. §16.855.
- A13. Monitor incoming emails to the centralized email accounts for contractor certification and single prime. Coordinate timely responses with Administrator's Office.

**40% B. Monitor the bidding and contracting process to ensure that all bid documents accurately reflect the single prime contracting provisions required in Wis. Stat. § 16.855.**

- B1. Monitor bidding and contracting process carried out by the division's Contracts Administration Section. Review all bidding documents and ensure that they contain accurate certification and single prime contracting provisions contained in Wis. Stat. §16.855. Verify that the A/E has used the correct template for front end language that includes the certification requirements, bonding requirements, project schedule, and does not include bid alternates. Verify that bid documents include separate Mechanical, Plumbing, Electrical, and Fire Protection (MEP) and General Prime Contractor (GPC) front ends that contain the same scope of work.
- B2. Review all proposed bid dates to confirm that the GPC bid date is scheduled for 10 days from the MEP bid date as required by Wis. Stat. §16.855.
- B3. Monitor the bidding planholders list to identify contractors interested in bidding on state projects. Proactively check certification status of contractors on planholders list and notify them if they are not certified or expedite certification application if required.
- B4. Review all MEP bid tabulations for accuracy before they are posted to the DFD website. Verify that all bidders are certified within the amount of their bid and within the division(s) of work being bid. Determine if bids are invalid and advise leadership prior to publishing on the DFD website. Notify contractors with invalid bids and provide instructions on next steps. Verify that bid tabs are posted to the DFD website within 48 hours of the MEP bid date.
- B5. Review all MEP Identification (MEPID) documents for lowest, qualified, responsible, certified bidders in each MEP division of work. Verify that the addendum accurately reflects the lowest certified MEP bidders and that the bidder names and amounts match the bids. Verify all MEPIDs are posted within 5 days of the MEP bid date.
- B6. Review all GPC bids to verify they have accurately included the MEP bids identified by DFD. Determine if bids are invalid and advise leadership prior to publishing on the DFD website. Notify contractors with invalid bids and provide instructions on next steps.
- B7. Review all GPC bid tabs for accuracy before they are posted to the DFD website. Verify that the GPCs are certified in the amount of their bid within the division(s) of work being bid. Notify contractors with invalid bids and provide instructions on next steps. Verify that bid tabs are posted to the DFD website within 48 hours of the GPC bid date.
- B8. Review all GPC subcontractor lists and verify that they include the MEP subcontractors identified by DFD. Subsequent to bid award, contact GPC and instruct them to revise the subcontractor list to include the correct MEP subcontractors.
- B9. Review the performance and payment bonds between the GPCs and the MEP subcontractors for compliance with 16.855(14m). Notify GPC if MEP performance and payment bonds are not received within approximately 10 days of the anticipated execution of the contract between the GPC and the MEP.

- 10% C. Monitor the Minority Business Enterprise (MBE)/Disabled Veteran-owned Business (DVB) participation on state construction and design consultant contracts. Analyze bids for MBE/DVB preference pursuant to Wis. Stat. §. 16.855(10m)(am)3.**
- C1. Analyze bids for consideration of the MBE/DVB contract award preference pursuant to Wis. Stat. §. 16.855(10m)(am)3. Determine bidders' certification status as a qualified and responsible bidder and as an MBE/DVB bidder. Analyze project budget and bid amounts and ascertain if there is sufficient budget to award contracts. Request sworn statements from bidders indicating they have adequate resources to complete the work being bid and review any work they currently have under contract to complete. Review progress towards DOA's MBE/DVB contract participation goal.
- C2. Prepare draft recommendation based on analysis for BCBCA director's review and subsequent Administrator approval. Compile background and supporting documentation and attach to summary memo.
- C3. Track MBE/DVB participation amount on all contracts executed by the division and produce quarterly reports indicating progress towards achieving goals established by Wis. Stat. § 16.855(10m)(am)3.
- C4. Review all subcontractor lists for MBE/DVB participation and notify DOA Supplier Diversity Program of lower participation levels. Track subcontract amounts for MBE/DVB quarterly reports.
- 10% D. Serve in a back-up capacity as State Building Commission Recording Secretary, and assist in the Capital Budget development, and in open records coordination.**
- D1. Serve in a back-up capacity to the Recording Secretary for the State Building Commission. Develop the monthly Building Commission agenda and minutes. Coordinate Building Commission activities and schedule briefings.
- D2. Serve in a back-up capacity to assist in the development and analysis of the biennial Capital Budget.
- D3. Serve in a back-up capacity to coordinate official open records requests for the division.

**Knowledge, Skills and Abilities:**

- Knowledge of procedures, statutes, and administrative codes for state bidding and contracting for state construction projects
- Excellent customer service skills
- Knowledge of construction industry
- Knowledge and experience with computer systems and programs including Microsoft Outlook, Word, PowerPoint and Excel
- Strong conflict resolution and interpersonal skill
- Ability to research, interpret, and analyze documentation to allow for informed decisions
- Excellent oral and written communications skills
- Highly organized with good time management skills, and ability to multi-task and prioritize various issues and projects
- Excellent attention to detail and accuracy
- Ability to work effectively as a team member