

Acquisition Management Specialist

I. KIND AND LEVEL OF WORK

Professional level contract review, approval and procurement work; first of two classes in the Acquisition Management Specialist series. This work may only be performed within Minnesota Department of Administration because of the scope and complexity of contracts. Incumbents in the Acquisition Management Specialist classification are centralized in the Department of Administration and manage the acquisition or purchasing process for products and services for all state agencies, not a single agency.

Under limited supervision, this classification provides acquisition and procurement expertise and consultation to state agencies to determine the best method of contracting.

Distinguishing Characteristics

Incumbents in this class use industry knowledge to work with agencies on a state-wide basis to determine the best method of contracting, research products or services, develop solicitations including specifications, create contracts or purchase orders, evaluate vendor responses, and award contracts.

They are also responsible for administration of contracts, which includes authorizing price changes and substitutions, arbitrating disputes between vendors and agencies, and performing related duties as required.

II. EXAMPLES OF WORK/DUTIES

- Confers with clients in state agencies and other government entities to determine whether their procurement needs can be fulfilled with an existing source or contract; determine whether centralized or decentralized authority is more appropriate.
- Researches products and services by interviewing vendors, reviewing product literature and specifications, attending product demonstrations, analyzing and adapting quality specifications of similar products, addressing legal issues, and considering sustainability and equity.
- Develops specifications for the product or service by organizing product specification committees, writing specifications, determining the appropriate breadth of contracts, and determining the need for risk mitigating factors.
- Creates, reviews and approves procurement documents. Determines the most appropriate procurement process and method by applying accepted criteria, considering the opportunity for targeted business participation.
- Conducts and directs pre-bid/proposal conferences with vendors. Evaluates responses to the acquisition document and notifies agency and vendor of the award.
- Administers contracts through the contract term by authorizing price changes, authorizing product substitutions and additions, analyzing market conditions, addressing performance issues, and ensuring compliance.

- Participates in activities that enhance the acquisition or purchasing process. Assists in the development of and the delivery of procurement/contract training.
- Provides advice, analysis, expertise, information, technical assistance and support to state agencies and other stakeholders in all the areas involved in the solicitation process as well as the creation, administration and compliance, management, interpretation, and termination of legal contracts.
- Coordinates and provides support to multiple government agency subgroups in the development of enterprise contracts that effectively and efficiently serve the needs of the end-users while reducing redundancy and ensuring compliance.

III. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of

- *Principles, theories, and techniques of procurement sufficient to prepare contracts, write specifications, evaluate and research products.*
- *State procurement laws, rules, policies and procedures sufficient to interpret, apply, and communicate them.*
- *Knowledge of and ability to conduct market research, specification writing, and the design and organization of procurement documents for a broad range of commodities, services, vendors, and marketplaces.*

Skill in:

- *Communication to effectively and efficiently conduct interviews, facilitate meetings, make presentations, and negotiate standard contracts with vendors.*
- *Problem-solving sufficient to identify and appropriately resolve acquisition and procurement issues.*

Ability to:

- *Analyze product information sufficient to identify products and corresponding vendors that are suitable for agency needs and meet standards.*
- *Make decisions in a variety of situations, both as an individual and as a member of a team.*

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): N/A

REVISION HISTORY

Established 11/94

Revised 7/24