

VENDOR MANAGEMENT SPECIALIST

KIND OF WORK

Advanced professional vendor management work.

NATURE AND PURPOSE

Under limited supervision, an employee in this class is responsible for administering the provisions of the Small Business Procurement Program for vendors to ensure equal opportunities for small, woman-owned, minority-owned and economically disadvantaged businesses by certifying eligibility of vendors for this program, as well as for similar state-funded programs administered by MN/DOT, the University of Minnesota, and several Metropolitan Agencies. The employee is also responsible for finding vendors for all products and services on a statewide basis so that a viable bid list is available to all state agencies. The employee promotes efficient, effective and responsible working relationships between and among vendors selling to the State of Minnesota, the buyers and contract administrators who purchase vendors' products or services, and the State and public agency customers who define product or service needs; performs related duties as required.

EXAMPLES OF WORK: (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Administers the provisions of the Small Business Procurement Program as mandated by statutes for small businesses defined and classified as targeted group (woman or minority-owned) or as economically disadvantaged so that those businesses have maximum opportunity to participate in state purchasing by verifying eligibility for the program (as well as for similar state-funded programs operated by MN/DOT, the University of Minnesota and several Metropolitan Agencies), approving or denying certification for participation in the program, participating as a member of various committees, acting as liaison to the MN Small Business Procurement Advisory Council, ensuring publication of a directory of businesses in the program.

Approves vendor applications for inclusion on the state bid list to ensure that business is conducted with vendors who are committed to providing quality products and services at the lowest possible cost by reviewing applications, ownership and financial documents; meeting with vendors, conducting on-site visits, and checking references.

Recruits new vendors to ensure competitive pricing for all goods and services and to ensure compliance with goals for disadvantaged small business participation in the statewide procurement process by identifying commodity and service areas needing vendors, attending trade shows and association meetings, developing literature, and developing contacts.

Monitors vendor performance in order to identify which vendors do not meet minimum performance standards, to acknowledge exceptional performance by vendors, and to identify and remove nonparticipating or inactive vendors from directories and state bid lists by reviewing vendor performance reports and agency complaints, conducting and reviewing random evaluation of specific deliveries, providing feedback to vendors, working with vendors to improve performance, instituting and monitoring probationary periods for nonperforming vendors.

Implements a dispute resolution process for all vendors assigned to ensure a fair process and to avoid litigation by working with vendors to resolve issues and conflicts with agencies; responding to concerns between vendors and the Materials Management Division; investigating complaints and bid protests and negotiating solutions; advising and assisting using agencies, vendors, purchasing agents and the Small Business Procurement Advisory Council in the handling of appeals, complaints, and grievances; referring to formal appeals process as necessary.

Originates formal debarment procedures against nonperforming vendors in order to remove them from the bid list and to ensure a fair process for those vendors being removed from the bid list by compiling all relevant information and ensuring proper documentation, informing vendor of formal debarment procedures and appeals process, administering reciprocal agreements with other governmental entities for debarment of vendors.

Advises all small businesses, especially targeted group or economically disadvantaged small businesses, attempting to sell to the state so that they have a better understanding of the process and expectations for a successful business relationship to develop by conducting statewide vendor workshops and seminars to publicize the provisions of the Small Business Procurement Program; publishing manuals; interpreting bid conditions, contract awards, and bid rejections to using agencies and vendors; soliciting the resources of related agencies; assisting small businesses, targeted group, and economically disadvantaged small businesses to perform a contract using management or financial assistance programs available from governmental or private sources.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Purchasing statutes, rules, and regulations sufficient to interpret those applicable to small businesses and/or economically disadvantaged businesses.

Small business operations in the area of financing, insurance, bonding, and market analysis sufficient to analyze vendors ability to meet state standards.

The processes, procedures and rights involved in dispute resolution and appeals provisions which apply to procurement management.

Resources available to small businesses through other governmental or private entities sufficient to provide appropriate referrals to vendors.

Ability to:

Make concise, unambiguous and understandable oral explanations of complex procurement rules, rights and procedures.

Work with women and people of color with sensitivity to the particular needs, issues and concerns of the race or gender sufficient to serve as an advocate for women and minority business owners.

Read financial statements and interpret financial data sufficient to analyze vendors financial status.

Prepare and offer effective presentations and training sessions sufficient to inform businesses of procurement rules, rights and procedures

Effectively negotiate settlements to disputes.

Organize, categorize, and maintain record-keeping systems sufficient to provide access to information necessary to carry out the duties of the position.

Writing ability sufficient to explain the complex rules, rights and procedures of the procurement process.

Est.: 7/90T.C.:

Rev.:

Former Title(s):