

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Procurement Agent **Position Number: 24004, 24006, 24001, 24005, 81103**

Location: Helena **Department: Transportation**

Division and Bureau: Administration, Commitment Management Bureau

Section and Unit: Procurement

Job Overview:

These positions are the Procurement Agents within the Procurement Services Section (PSS) and are responsible for processing assigned requisitions; analyze, evaluate, and edit specifications to ensure compliance with MDT, state, and federal policies, laws, and regulations; determine and execute proper procurement method and issues purchase orders or contracts. These positions are also responsible for contract monitoring throughout the life of the contract. Provide technical assistance to contractors and MDT staff; provide training on procurement policies, laws, and regulations to various MDT staff; and perform a variety of other duties as assigned. These positions report directly to the Procurement Supervisor and does supervise others.

Essential Functions (Major Duties or Responsibilities):

Procurement – 70%

Level 2

- Review requisitions assigned by the Section Supervisor to determine the appropriate procurement method, including limited solicitation, Invitation for Bid (IFB), sole source, sole brand, term contract, or exigency. Evaluate requests to determine if requests are valid and the documentation is complete to proceed. Analyze request to determine additional requirements of the bid based on state and federal laws, policies, and procedures. Determine the correct bid language required based on the funding.
- Issue purchase orders (POs) to be reviewed and signed by the Section Supervisor. Notify the vendor and the MDT requesting party once the PO has been completed.

- Develop IFB documents for the contracting of commodities and services. Advertise the IFB on the electronic Montana Acquisition and Contracting System (eMACS) in compliance with state law and the MDT's Procurement Delegation Agreement. Evaluate bid responses to ensure compliance with the terms and conditions of the IFB and the bid specifications. Complete the award process in compliance with state policy. Issue a PO or contract to be reviewed and signed by the Section Supervisor. Compile and organize all documentation to be kept in the contract file in compliance with the records retention policy.
- Determine the impact of proposed changes relative to project costs, letting schedules, state requirements and other issues. This involves analysis of plans and specifications and consultations with other Department staff as necessary to develop reasonable impact projections.
- Solicit pre-requisitions from various MDT offices for commodities on the Requisition Time Schedule. Completes IFB process and issues PO or contract to be reviewed and signed by the Section Supervisor.
- Receive purchase requests through the procurement system; determine appropriate procurement method; request vendor documents; issue PO and purchase order adjustments (POA); update records; and close out PO.

Level 3

- Develop complex IFBs and RFPs (Request for Proposal) for purchases of commodities and services with all funding types, requiring a more extensive knowledge of federal and state laws, policies, and procedures including tribal requirements, additional federal certification requirements, and environmental considerations.
- Administer the RFP process for the contracting of commodities and services when factors other than solely cost are used to determine the contract award; leads the scoring and evaluation committee meetings; issues the notice of intent to award
- Has signature authority for POs and contracts and distributes to the appropriate vendor and MDT office.
- Identify potential cost savings to the Department by the development of requirement contracts and the Requisition Time Schedule (RTS). Gather reports/data on the effectiveness of the requirement contracts and RTS and make decisions on the renewal options for these contracts.
- Maintain and update standard templates for IFB, RFP, PO, and contracts by consulting with MDT's Legal Services and other Department personnel. Review changes in applicable laws, rules, policies, and procedures and determine impact on procurement processes and procedures. Develop and update additional standard language for use in bid documents.
- Advise agency personnel on procurement methods and procedures that best fit their needs and plans. Provide day-to-day consultation and problem solving to resolve or avoid noted problems with requisitions or procurement plans.

- Provide training and guidance to agency personnel on specialized procurements such as prevailing wage laws, contractor registration, warranties, workers compensation and independent contractor requirements, 1% withholding requirements, insurance requirements, pre-qualification process, conversion cost considerations, reciprocal preference rules, and subcontracting requirements.

Contract Administration – 25%

Level 2

- Coordinate the administration of contracts/purchase orders issued through the Section ensuring that the requirements of the contract/purchase order are understood and followed until the contract/purchase order is completed.
- Maintain an electronic system to ensure insurance requirements and levels of security are in compliance with the contract provisions. The electronic system documents each contract by number, contract amount and amounts expended-to-date, Department Liaison, renewal dates, length of the contract, and when renewal notices are sent to the divisions/district/area offices and contractors.
- Maintain up-to-date information in the contract file, including insurance documents, performance bonds, amendments/Purchase Order Adjustments (POA), communication with contractor, and any documentation of non-compliance.
- At the time of renewal, coordinate with the original requesting division/district/area office to determine if they wish to renew the contract/purchase order, make any changes to the original contract (e.g. new budget or scope of work) or re-bid the good or service. If the contract is to be renewed, an amendment for renewal is issued to the contractor/vendor.
- Monitor bonding requirements on contracts and pull and return bonds when required or requested.
- Complete and process any contract amendments or POA's as requested by the contract liaison.
- Monitor contract compliance of contractors and the state making sure both parties adhere to the contract terms. Evaluate vendor performance for compliance with contract terms and conditions, maintain adequate documentation of any issues, and elevate any non-compliance issues to the Section Supervisor.

Level 3

- Develop and provide training for contract liaisons and various other Department personnel at all levels on contract monitoring and compliance.
- Monitor contract compliance of contractors and the state making sure both parties adhere to the contract terms. Evaluate vendor performance for compliance with contract terms and conditions and maintain adequate documentation of any issues. Work in conjunction with the contract liaison to resolve any non-compliance issues. Respond directly, in writing, to

grievances or disputes filed by contractors. Involve MDT's Legal Services when necessary and coordinate any informal hearings requested as a result of protests that could not be resolved. Recommend suspension or removal of vendors from the state vendors list based upon seriousness of the violation to the Section Supervisor.

Other Duties as Assigned – 5%

This position provides a variety of other duties as assigned by the Section Supervisor, Bureau Chief, or Division Administrator in support of MDT's mission and objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- Light lifting (less than 10 lbs.)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, out-of-town training, and out-of-state travel
- Deal with the public on a regular basis
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines

Knowledge, Skills and Abilities (Behaviors):

Level 2

This position requires advanced knowledge of contract administration; state purchasing regulations and policies; and MDT purchasing policies. This position requires general knowledge of federal, state, and tribal contract and funding requirements. This position requires overall knowledge of a wide variety of commodities and services.

This position requires extensive writing skills including the ability to write clear and concise competitive specifications and comprehensive scopes of work. This position must establish and effectively maintain files and documentation pertaining to purchasing activity. This position must establish objectives and priorities based upon goals and general direction provided by the Section Supervisor.

This position requires skill in the operation of personal computers; related word processing, spreadsheet, and database software; problem-solving techniques; and written and verbal communications.

Level 3

This position requires thorough knowledge of transportation design, standard specifications, and standard drawings; federal, state, and tribal contract and funding requirements; and knowledge of applicable laws, rules, and regulations. The position also requires knowledge of equipment, materials, and practices; and bid letting procedures and requirements.

This position requires skill in analyzing plans and specifications; and communicating technical information with widely varied audiences (e.g., professional specialists, contractors, members of the public, etc.). This position requires demonstrated skill in writing, evaluating, checking, and editing plans, specifications, contract provisions, and other details; determining the specific nature and extent of problems and deficiencies (i.e. technical and procedural); and developing appropriate solutions. This position must be able to communicate effectively both orally and in writing to both internal and external stakeholders at all levels of management.

Minimum Qualifications (Education and Experience):

Level 2

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Business Administration or a related field OR 4 years of related experience.

This position at a Level 2 is entry level with the above education and requires no additional experience.

Level 3

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Business Administration or a related field.

This position requires a minimum of 2 years of experience in governmental purchasing or contract administration, or a related field.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- ☐ Fingerprint check
- ☐ Valid driver’s license
- ☐ Background check
- ☐ Other; Describe
- MFPE Union Code
- Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor

Title

Date

Administrative Review

Title

Date

My signature below indicates that I have read this job description.

Employee

Title

Date

Human Resources Review

Job Code Title: Purchaser 2 Job Code Number: B12012 Level: 2

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☐ Telework Available

☐ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date