

PROCUREMENT

Broad Occupational Category - 4

DUTIES AND RESPONSIBILITIES

- *Maintain accurate documentation of all procurement actions and decisions*
- *Review purchase requests for adequacy, specifications, and compliance with policies*
- *Evaluate quotes and bids for price reasonableness, supplier responsibility, and compliance with regulations*
- *Administer contracts including monitoring performance, compliance, and corrective actions, to include being a technical liaison between vendors, agencies, and executive management.*
- *Prepare purchase orders and contracts and perform post-award follow-up*
- *Provide guidance to agencies on policies, procedures, and regulatory compliance*
- *Ensure procurement activities comply with state and federal statutes and regulations, as well as ethical standards in sourcing, contracting, and vendor interactions*
- *Solicit oral or written quotes using open market authority, informal, and formal processes*
- *Issue amendments to RFQs/contracts to clarify requirements or encourage vendor response*
- *Manage pre-award and post-award contract functions, including modifications, terminations, and payments*
- *Ensure contract quality assurance, inspection, and compliance with specifications*
- *Develop and implement agency-wide procurement policies and procedures, including those that mitigate identified procurement-related risks*
- *Train, counsel, and evaluate employees to ensure adherence to policies and standards*
- *Represent agency in pre-award conferences, technical review committees, and vendor meetings*
- *Coordinate multi-stakeholder projects and enterprise-level procurement initiatives*

NEBRASKA

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COMPETENCIES

- **Decision Quality** - Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Integrity and Trust** - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Customer Focus** - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Timely Decision Making** - Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.
- **Organizing** - Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.
- **Problem Solving** - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Time Management** - Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
- **Written Communications** - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- **Dealing With Ambiguity** - Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.

- **Composure** - Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- **Managing and Measuring Work** - Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
- **Planning** - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- **Priority Setting** - Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
- **Negotiating** - Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
- **Strategic Agility** - Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

SMART Goal Prompting Questions

Maintain accurate documentation of all procurement actions and decisions

- What actions could you take to improve the accuracy, completeness, organization, and timeliness of procurement documentation?
- How will you measure success, such as fewer documentation errors, improved audit results, or faster retrieval of procurement records?
- What templates, checklists, tracking systems, or document-control procedures could strengthen procurement recordkeeping?
- How does accurate documentation support transparency, accountability, and defensible procurement decisions?
- By what date or procurement cycle will you aim to improve procurement documentation practices?

Review purchase requests for adequacy, specifications, and compliance with policies

- What steps could you take to improve the consistency and effectiveness of reviewing purchase requests?
- How will you measure success, such as fewer returned requests, reduced specification errors, or faster processing times?
- What review checklists, guidance materials, or standard specifications could strengthen the review process?
- How does thorough review of purchase requests support effective procurement and responsible use of public funds?
- By what date or procurement cycle will you aim to improve purchase-request reviews?

Evaluate quotes and bids for price reasonableness, supplier responsibility, and compliance with regulations

- What strategies could you use to improve the consistency and quality of quote and bid evaluations?
- How will you measure success, such as fewer evaluation errors, stronger documentation of decisions, or improved pricing outcomes?
- What evaluation criteria, market research, comparison tools, or review procedures could strengthen the process?
- How does thorough evaluation support fair competition, responsible purchasing, and protection of public resources?
- By what date or solicitation cycle will you aim to improve quote and bid evaluation practices?

Administer contracts, including monitoring performance, compliance, and corrective actions

- What actions could you take to improve contract administration and monitoring of vendor performance?
- How will you measure success, such as fewer unresolved contract issues, more timely corrective actions, or improved vendor performance?
- What contract-management tools, performance measures, communication practices, or monitoring schedules could strengthen oversight?
- How does effective contract administration support successful vendor relationships and achievement of contract requirements?
- By what date or contract cycle will you aim to improve contract administration practices?

Prepare purchase orders and contracts and perform post-award follow-up

- What steps could you take to improve the accuracy and timeliness of purchase orders, contracts, and post-award activities?
- How will you measure success, such as fewer corrections, faster issuance, or reduced post-award issues?
- What templates, review procedures, tracking tools, or standardized processes could improve post-award follow-up?
- How does accurate and timely post-award administration support successful procurement outcomes?
- By what date or procurement cycle will you aim to improve purchase-order and contract processing?

Provide guidance to agencies on policies, procedures, and regulatory compliance

- What strategies could you use to improve the clarity, consistency, and timeliness of procurement guidance provided to agencies?
- How will you measure success, such as fewer recurring questions, fewer compliance errors, or improved customer satisfaction?
- What training, reference materials, FAQs, templates, or consultation methods could strengthen agency support?
- How does effective procurement guidance help agencies make compliant and efficient purchasing decisions?
- By what date or training or procurement cycle will you aim to improve agency guidance practices?

Ensure procurement activities comply with state and federal statutes and regulations, as well as ethical standards

- What actions could you take to strengthen compliance and ethical practices throughout the procurement process?
- How will you measure success, such as successful audits, fewer compliance findings, or improved documentation of ethical considerations?
- What compliance checklists, training, monitoring procedures, or risk assessments could strengthen procurement practices?
- How does ethical and compliant procurement support public trust and responsible stewardship of public funds?
- By what date or compliance cycle will you aim to improve procurement compliance practices?

Solicit oral or written quotes using open market authority, informal, and formal processes

- What steps could you take to improve the efficiency, consistency, and completeness of the solicitation process?
- How will you measure success, such as increased vendor response, reduced solicitation errors, or shorter procurement timelines?
- What solicitation templates, vendor outreach methods, or process checklists could strengthen quote collection?
- How does an effective solicitation process support competition, transparency, and value for the agency?
- By what date or solicitation cycle will you aim to improve quote solicitation practices?

Issue amendments to RFQs/contracts to clarify requirements or encourage vendor response

- What actions could you take to improve the clarity and timeliness of amendments to RFQs and contracts?
- How will you measure success, such as fewer vendor clarification requests, increased vendor responses, or fewer solicitation revisions?
- What review procedures, communication practices, or standardized amendment templates could improve the process?
- How do clear and timely amendments support fair competition and accurate vendor responses?
- By what date or solicitation cycle will you aim to improve amendment practices?

Manage pre-award and post-award contract functions, including modifications, terminations, and payments

- What strategies could you use to improve coordination and tracking of pre-award and post-award contract activities?
- How will you measure success, such as reduced processing times, fewer contract errors, or more timely payments and modifications?
- What contract tracking tools, workflows, or approval procedures could strengthen contract management?
- How does effective management of the contract lifecycle support compliance and successful vendor performance?
- By what date or contract cycle will you aim to improve contract lifecycle management?

Ensure contract quality assurance, inspection, and compliance with specifications

- What actions could you take to improve monitoring of vendor deliverables and compliance with contract specifications?
- How will you measure success, such as fewer quality deficiencies, faster identification of noncompliance, or improved vendor performance?
- What inspection procedures, quality standards, documentation tools, or performance measures could strengthen quality assurance?
- How does effective contract quality assurance help ensure the agency receives the goods or services it contracted for?
- By what date or contract review cycle will you aim to improve contract quality assurance?

Develop and implement agency-wide procurement policies and procedures, including risk mitigation

- What steps could you take to improve procurement policies and procedures or address identified procurement risks?
- How will you measure success, such as fewer compliance issues, improved consistency across agencies, or reduced identified risks?
- What risk assessments, stakeholder input, benchmarking, or policy-review processes could strengthen procurement policies?
- How do clear and effective procurement policies promote consistency, compliance, efficiency, and ethical purchasing?
- By what date or policy review cycle will you aim to implement improvements?

Train, counsel, and evaluate employees to ensure adherence to policies and standards

- What actions could you take to improve procurement staff training, coaching, and performance management?
- How will you measure success, such as improved competency, fewer errors, stronger compliance, or improved performance evaluations?
- What training programs, job aids, mentoring practices, or performance measures could strengthen employee development?
- How does effective staff development support consistent application of procurement policies and standards?
- By what date or training or performance cycle will you aim to improve staff development practices?

Represent the agency in pre-award conferences, technical review committees, and vendor meetings

- What strategies could you use to improve your effectiveness when representing the agency in procurement meetings and conferences?
- How will you measure success, such as clearer requirements, faster resolution of issues, improved vendor understanding, or stronger stakeholder feedback?
- What preparation processes, briefing materials, communication techniques, or meeting structures could strengthen your participation?
- How does effective agency representation support clear expectations, informed decisions, and productive vendor relationships?
- By what date or procurement cycle will you aim to improve agency representation practices?

Coordinate multi-stakeholder projects and enterprise-level procurement initiatives

- What steps could you take to improve coordination among agencies, vendors, technical staff, executive management, and other stakeholders?
- How will you measure success, such as meeting project milestones, reducing communication issues, or improving stakeholder satisfaction?
- What project-management tools, communication plans, governance structures, or progress-tracking methods could strengthen coordination?
- How does effective stakeholder coordination contribute to successful enterprise-level procurement initiatives?
- By what date or project milestone will you aim to improve coordination practices?