



# Contracts and Procurement Analyst

**Salary Range:** - Analyst I - \$47,708 to \$73,947/year; Analyst II - \$52,598 to \$81,527/year; Associate Analyst - \$57,989 to \$89,883/year

**First Review of Applications:** April 16, 2021 – opened until filled

**Expected Start Date:** June 2021

## Role

The Contracts and Procurement Analyst will support the acquisition of equipment, materials, and professional services through the preparation of solicitation and contracting documents. The Contracts and Procurement Analyst will serve as a resource to project managers and will assist with various procurement activities and services in support of the agency's contracting needs.

This position is a Limited-Term employment opportunity and is expected to be funded until June 2025. Limited-Term employees are "At-Will" and receive many of the same benefits as Regular employees.

## Overview of Contracts and Procurement Program

SANDAG takes pride in contributing to the quality of life for the region's residents through projects that enhance our transportation system and provide more options for moving throughout the region, placing sand on our beaches, developing and implementing bike and pedestrian projects, and preserving open space. To support these efforts, SANDAG procures around \$280 million of goods and services each year. Examples of procurement needs include planning, modeling, economics, and environmental consulting services; infrastructure construction and facilities maintenance projects; consulting expertise for engineering and intelligent transportation systems; and hardware, software, and other goods.

Working in close collaboration with project managers, the 25-person Contracts and Procurement team has a reputation for providing outstanding support and assistance as part of a public service organization. The Contracts and Procurement team is responsible for providing the framework, guidance, and expertise to ensure SANDAG contracts are awarded in an open, fair, and competitive manner.

## Job Responsibilities

This opportunity is ideal for a procurement professional with a strong interest in furthering their expertise in public agency contracting processes. We anticipate significant career development will occur while undertaking the types of duties and responsibilities described below, as well as through close collaboration with senior staff. Example of primary responsibilities include:

- Communicate with and provide recommendations to project managers regarding options for the procurement of goods and services using competitive procurement practices.
- Provide technical assistance to project managers on the development of solicitation documents such as Requests for Offers (RFOs), Request for Proposals (RFPs), Request for Qualifications (RFQs), and Invitations for Bids (IFBs).
- Coordinate with project managers and the Office of General Counsel on language to be included in contracts, task orders, purchase orders, amendments, and grants.
- Review and analyze scopes of work for potential legal implications or other risks to the agency; analyze project schedules, milestones, technical specifications, cost estimates, project budgets, insurance requirements, evaluation criteria, and other elements for thoroughness, completeness, and accuracy.
- Research, gather, and compile information required to document procurements using public funds.
- Coordinate the issuance and advertising of solicitation documents including the preparation of public notices, posting to electronic bid systems, and other outreach efforts.



- Organize and coordinate the pre-proposal meetings; prepare meeting materials and presentations; serve as meeting facilitator; summarize meeting minutes, questions, and answers from attendees; post summary information.
- Review submitted proposals for responsiveness; coordinate the evaluation of proposals with project managers; perform cost analyses and Disadvantaged Business Enterprise (DBE) utilization analyses; determine applicability of prevailing wage requirements; and assist project managers with the selection process and with developing recommendations for award.
- Assist project managers with the negotiations of contracts that are fair and reasonable to both parties; review records of negotiation for accuracy and completeness.
- Ensure contracts, agreements, amendments, task orders, and purchase orders are consistent with SANDAG guidelines and funding agency requirements; work with the Manager of Contracts and Procurement, Office of General Counsel, and consultants when necessary; coordinate the execution of contract documents with selected contracts/consultants.
- Conduct reviews of insurance certification, and other documents for award.
- Perform a variety of duties to monitor and coordinate contracts and purchasing compliance; administer agreements; assist with the resolution of disputes and initiate corrective actions; administer revisions, terminations, and follow-up work.
- Develop and maintain records, documents, and reports for project managers, the Manager of Contracts and Procurement, the Executive Team, or Board of Directors; gather information, perform analyses, and provide appropriate recommendations.
- Experience coordinating advertising, posting, and outreach efforts for the procurement process including pre-bid/proposal meetings and bid openings.
- Experience coordinating the evaluation of proposals including cost/price analysis, facilitating interviews, and other selection activities.
- Ability to prepare contract and amendment documents that meet funding agency guidelines and requirements.
- Experience negotiating contracts; experience analyzing and reviewing contracts to verify work statements, performance periods, and insurance certificates.
- Familiarity with rules, regulations, and laws related to public agency contracts and procurement practices is desirable.
- Familiarity with federal funding agency requirements in procurement processes is desirable.
- Demonstrated ability to analyze problems and propose practical solutions; ability to research, analyze, and evaluate technical matters.
- Demonstrated experience researching and analyzing information; experience preparing reports and other written documents; experience making appropriate recommendations on technical and complex purchasing and contract administration matters.
- Demonstrated ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Excellent organizational skills and the ability to coordinate multiple concurrent projects at various stages of completion; ability to establish and maintain priorities and use initiative to follow-up with employees and managers to gather information and keep procurements on track.
- Demonstrated computer software proficiency using various programs from the Microsoft Office Suite and other PC-based applications; experience with financial management, project management, and procurement software, such as Planet Bids is desirable.

## Experience and Qualifications

- Bachelor's degree with major course work in public administration, business administration, law, finance, or a related field and one to three years of progressive career development supporting procurement and/or contracting functions. A combination of relevant education and recent work experience may be considered in lieu of the bachelor's degree requirements.
- Knowledge and experience with methodologies and strategies used in the procurement of professional services, equipment, or materials; experience with public agency contracting procedures is desirable.
- Demonstrated experience providing technical guidance to project managers and preparing solicitations for competitive procurements and contract awards.
- Demonstrated experience collaboratively preparing scopes of work, project schedules, milestones, technical specifications, cost estimates, project budgets, insurance requirements, and proposal evaluation criteria.

## Benefits and Salary

Our benefits include health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and deferred compensation program. SANDAG offers flexible work schedules and employees are provided with paid time off and paid holidays.

This Limited-Term Contracts and Procurement Analyst position will be filled at the Analyst I, II, or Associate level depending on the qualifications and experience of the selected candidate. The annual salary ranges are: Analyst I - \$47,708 to \$73,947/year; Analyst II - \$52,598 to \$81,527/year; Associate Analyst - \$57,989 to \$89,883/year.

## Careers at SANDAG

A job at SANDAG is guaranteed to engage your mind, expand your skills, and enhance your professional development. We are committed to hiring talented individuals who are dedicated to working on important issues and enthusiastic about making significant contributions that improve the lives of people in the San Diego region.

## How to Apply

We encourage interested candidates to apply for this position by completing a SANDAG Employment Application. Resumes, cover letters, and work samples may be submitted but are not a substitute for the Application.

The Employment Application can be downloaded from the SANDAG website or requested by emailing [hr@sandag.org](mailto:hr@sandag.org) or calling (619) 699-1900. Completed applications can be submitted via email, fax, regular mail, or delivered by hand. See our Careers / How to Apply webpage for additional information.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at [hr@sandag.org](mailto:hr@sandag.org), (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

## Supplemental Question

To help us further evaluate the skills and experience of individuals interested in this position, applicants are asked to respond to the Supplemental Question below. The response can be up to 300 words. This is a required component of the application; applications received without a response to the Supplemental Question will be screened out of the selection process.

1. Describe how your experience is a good fit for a Contracts and Procurement Analyst position in a public agency setting.

## Further Information

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.

The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.

## Contact Us



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