

Washington Management Service (WMS)

Position Description

For assistance completing this form, contact your WMS Coordinator.

Position Information		
Position Title: Procurement Manager	Position Number/Object Abbreviation: 71090989	
Incumbent's Name (If filled position): Vacant	Agency/Division/Unit: DOH/OFS/CPO	
Address Where Position Is Located: 111 Israel Rd SE, Olympia 98501	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: Alyce Bengé, Contracts and Procurement Director	Supervisor's Phone: (360) 918-2474	
Organizational Structure		
Summarize the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart).		
<p>The Financial Services Division provides leadership and support for agency priorities and programs through quality budgeting, contracting, grant management, purchasing, facility management and accounting services. The division ensures financial compliance with state and federal laws, regulations and reporting requirements in addition to performing agency-wide financial activities. The division ensures operational effectiveness and financial stability of the agency.</p> <p>The Contracts and Procurement Office is a section within Financial Services, Department of Health. The Contracts and Procurement Consultants within the division manage complex competitive contracting and procurement activities (consult, develop, solicit, and manage the award process for goods and services) on behalf of Department of Health (DOH). In addition, the Contracts and Procurement Consultants provide statutorily required policy oversight and training on procurement and contracting for goods and services, including Information Technology (IT) goods and services, and consolidated contracts with local health jurisdiction and tribal organizations. These responsibilities affect all agency programs and representation of DOH with other state agencies, higher education, tribal entities, and municipalities. The Contracts and Procurement Office is relied on by agency staff as the center of excellence for expertise and leadership in these areas.</p> <p>This position reports to the Director of Contracts and Procurement.</p>		
Position Objective		
Describe the position's main purpose, include what the position is required to accomplish, and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.		
<p>The Procurement Manager is responsible for oversight and management of the procurement of goods and services for the agency. This position provides leadership and guidance to develop and administer procurement policies and procedures which support the agency goals and strategic plan, comply with state and federal rules and regulations, and coordinates with program fiscal and contract managers in all major programs throughout the agency to ensure effective procurements that contribute to the accomplishment of the agency's mission. This position leads a staff of 9 professional procurement specialists in administering the laws, rules and policies of contract and procurement management.</p> <p>As an expert level advisor, the incumbent uses independent judgment and expert understanding of procurement and contract laws to advise internal customers on procurement and contracting for goods and services. Due to the nature of the Contracts and Procurement Office as a source of excellence in procurement and contracting, the skill set of the incumbent must be exemplary.</p> <p>This position is responsible for contributing to the team concept within Contracts and Procurement as well as Financial Services. This is a key position that is responsible for reducing the cost of government operations while being responsible for the delivery of exceptional services. Incumbent models the Outward Mindset organizational culture that promotes the practice of respect for people, openness, trust, safety, transparency, collaborative problem solving, managing with data, incremental continuous improvement; with an emphasis on coaching and mentoring to</p>		



intentionally practice: teaching, questioning, listening, suspending assumptions, supporting, and encouraging, observing, empowering, appreciating and inspiring staff.

Assigned Work Activities (Duties and Tasks)

Describe the duties and tasks and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guide](#).

Procurement Technical Leadership

- Provide professional consultation and technical assistance to agency leadership, program management and staff on all facets of procurement of goods and services, including but not limited to: the decision to purchase versus contract; conducting complex competitive procurements for goods and services utilizing appropriate procurement methods; working closely with diverse statewide stakeholder groups to ensure clear documentation of requirements; developing or assisting in the development of specifications/requirements; determining appropriate terms and conditions; the application of risk mitigation strategies; obtaining a contractor; developing and monitoring the contract; and ensuring efficient and effective procurement processes consistent with state law, policy and best practices.
- Serve as a key advisor to agency leadership, office directors and program staff on all procurement practices, rules, and regulations. Assist in the development, revision, and implementation of agency wide policies, procedures and processes governing procurement in compliance with external requirements.
- Determine, manage and coordinate the appropriate course of action and procurement methodology including but not limited to competitive bids, sole source acquisitions, requests for proposal or direct negotiations; originate and finalize competitive solicitation documents, incorporating necessary steps to finalize contracts for long-term agreements or one-time purchases; direct the selection of interested and qualified vendors for bid distribution; analyze and evaluate returned bids or proposals and determine compliance with contract requirements, including but not limited to technical specifications, life cycle costing, recycled content guidelines, in-state reciprocity, and minority, women, and veteran business enterprise participation.
- Coordinate vendor debriefings and protests, if any. Draft protest responses based on neutral-approach internal investigation and research.
- Assist in developing the agency response for DES Risk Assessment and follow up activities.
- Assist in the review and analysis of proposed legislation for policy and fiscal impact on agency-wide services related to contract and procurement requirements and practices.
- Act in the place of Contracts & Procurement Director with full signature authority as delegated.

Provide expert guidance, customer service, outreach and relationship management

- Provide expert guidance to agency staff, peer agencies, vendors, and external government entities at all levels to ensure appropriate legal and policy requirements are met and risk mitigation strategies applied to the procurement of goods and services. This will include the review of draft solicitations and awards for internal contracting and procurement staff; and providing feedback to staff.
- Provide expert consultation services to internal agency staff and statewide government entities regarding the development of acquisition plans and commodity specifications on volatile or sensitive procurements.
- Develop and publish content for the Contracts and Procurement Office communication channels including Daily dose, OFS intranet site, SharePoint, and contracts' information on the external website (opportunities, equity in contracting efforts, and overall agency contracts and procurement transparency).
- Plan, develop and provide agency wide contract and procurement training to staff in compliance with RCW



39.26.110 and agency policy and procedures in coordination with other key Financial Services staff and division representatives.

- Develop procurement forms and templates including general terms and conditions for use within the agency to ensure compliance with procurement rules and regulations and to mitigate risk.

Supervision and Workforce Development

- Lead the professional team in the Procurement Unit in providing consultation and technical assistance to program management and staff throughout the agency on all facets of procurement of supplies and equipment in a manner that ensures best value is consistently achieved, supplier performance requirements are satisfied, customers receive continuity of contract coverage, and procurement information is complete, accurate, and up-to-date handling of all required procurement activities during the term of the procurement, including timely extensions, re-bids, and preparation for agreement expiration.
- Ensure appropriate and optimum use of resources and enhance the effectiveness of employees through timely training, appraisals, coaching, professional development opportunities, and performance management.
- Maintain the highest standards of personal/professional and ethical conduct and support the state's goals for a diverse workforce. Develop performance measures for all responsible functional areas and monitor the attainment of those measures.
- Support and champion a team concept within Contracts and Procurement Office, Financial Services, Department of Health

Establish and Maintain Key Partnerships

- Establish and maintain open, active, and effective relationships with other agencies providing oversight in procurement and rules, i.e., Department of Enterprise Services Contracts Office and Office of State Procurement, Code Reviser's Office, State Auditor's Office (SAO), etc.
- Lead and actively participate in strategic initiatives and tactical activities to streamline, clarify, and generally improve the functionality, logistics, and service delivery of procurement services.
- Represent the agency on interagency purchasing advisory committees, including procurement reform and the state Purchasing Card Program; Actively participate and communicate information to and from external committees dealing with procurement issues; optimize the agency Supplier Diversity Program and assure compliance with the state Office of Minority and Women Owned Business Enterprises, and the Department of Veteran Affairs on purchasing requirements and objectives.
- Champion supplier diversity efforts for: compliance with Governor's Executive Orders related to equity, meet OMWBE supplier diversity spend goals, and overcome barriers in contracting for small and disadvantaged businesses in Washington state.

Conduct and present advanced analysis, assessments, and research

- Independently analyze and interpret market and industry data with an expert eye, then apply in strategic decision-making, provide thorough assessments of findings through communications and presentations to all levels of staff. Apply market and industry data affecting price adjustments, and other procurement actions; and use data to advise customers.
- Independently communicate with local, regional, and national procurement and contracts experts, and suppliers to seek information or share findings to stay current with procurement/contracting industry standards and



demonstrate leadership in guiding customers, contractors, and vendors.

- Accumulate knowledge of contracting and procurement practices at advanced expert level, share findings, discuss, and make sound recommendations.

Purchasing Card Program Administrator

- The Procurement Manager acts as the agency Purchasing Card Program Administrator. Oversees and supports the Purchasing Card (P-card) program including the management of the P-Card Coordinator in providing training to card users and monitoring card use for compliance; recommending policy and procedure updates or changes; coordinating P-Card activities with the Accounting Supervisor; working with other state agencies to identify and implement best practices for card use, compliance, and policy development.

Emergency Preparedness

- Serve in the Finance Section Chief or other roles in the agency Emergency Operations Center when activated.

Accountability – Scope of Control and Influence

Provide examples of the resources and/or policies that are controlled and influenced.

The Procurement Manager is accountable for providing leadership and guidance for the implementation of procurement laws and methods. The position recommends changes to department policy/procedures and provides consultation to the department's Internal Audit; Records Office; IT Security Officer; and HTS.

This position independently solicits, evaluates, and awards procurements that legally and operationally impact the Department of Health and delivery of public health services. This position has full signature authority on behalf of the Secretary to bind the department in contractual agreements. Outside assigned signature authority, influences outcomes of procurement processes that legally and operationally impact the entire state of Washington, including opportunities for small and disadvantaged businesses.

They are accountable for ensuring appropriate application of procurement laws and best practices related to internal procurement activities. The CPO makes approximately \$445 million a year in legal obligations on behalf of the agency.

They influence agency stakeholders (to include high level officials, program managers, political subdivisions, and the vendor community) through the bid development and award phases, and form consensus with key stakeholders. They gain stakeholder confidence (at all levels) to effectively form consensus and ensure best value.

This position represents the department's interests on workgroups external to the department.

Describe the scope of accountability.

This position is delegated the authority to act on behalf of DOH in applying the procurement laws, rules and best practices in providing procurement and contracting services and as a subject matter expert providing training related to procurement and contracting. The incumbent is accountable for providing reliable and professionally sound guidance, consultation, and advice within the procurement profession, where analysis requires thinking in potentially unknown and unfamiliar areas and mitigates legal liability exposure.

This position is responsible for ensuring that each assigned procurement meets laws, rules, and best practices associated with the type of goods or services being acquired. The incumbent is solely accountable for procurement projects that are within their delegated signature authority, to include monitoring, measuring, and reporting on those projects.

This position is delegated the authority to act on behalf of DOH in applying the procurement laws, rules and best



practices in review and/or on behalf of agency.

This position may be responsible for internal solicitation, contract award recommendations, and contract action reviews, and is fully accountable for use of independent, sound judgment to defend contract reviews.

This position is responsible for the daily operations and results of the department's Procurement Unit, including supervision and oversight for 9.0 FTEs. Within the unit, the position ensures effective training, controls, and properly designed systems are implemented and maintained to assure regulatory compliance and maximize the value the department receives for the resources expended. In this capacity, the position affects the citizens of Washington and the department's success through administering prompt and professional procurement services.

Describe the potential impact of error or consequence of error (impacts unit, division, agency, state).

Use of improper methods for procurement development can lead to rework, delay in projects, unenforceable contracts, loss of vital contract functions, audit findings, inability to provide services to DOH customers, increased costs of goods and services, loss of agency credibility and risk assessment measurement, potentially impacting up to and including the statewide level.

As a subject matter expert providing consulting and guidance to agency program staff, any errors in such consulting may cause trainees to misapply laws, policy or best practices possibly leading to failed acquisition processes, unenforceable agreements, lawsuits, audit exceptions, etc. Implications of such audits include potential loss of federal funding and reduced confidence in the agency from the public and its customers.

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

- None

Other financial influences/impacts.

- This position has significant influence in the process and activities involved in issuing contracts and procurements totaling over \$445 million on an annual basis to conduct the work of the agency.
- This position will have oversight for the Procurement Card program, in which they provide guidance, training, management, and accountability to agency staff using state credit cards.

Supervisory Responsibilities

Supervisory Position: Yes ☒ No ☐

If yes, list total fulltime equivalents (FTE's) managed and highest position title.

- 2 - Procurement and Supply Specialist 4
- 3 - Procurement and Supply Specialist 3
- 3 - Procurement and Supply Specialist 2
- 1 – Fiscal Technician 2

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing or determining how the agency will implement).

This position applies statewide law, policy and best practices to procurements for goods and services influencing the methods used as well as the ultimate implementation of such goods and services statewide. They provide consultation to internal and external stakeholders on interpretation and application of laws, policies and best practices on



procurement and contracting activities.

This position makes policy recommendations and gives input to the Contracts and Procurement Director responsible for development and maintenance of agency policies and processes related to procurement and contracting for goods and services.

They participate in the development and implementation of agency training, as required by statute, agency policy or by request.

This position may represent the agency on committees, workgroups, and other interagency projects that may result in changes to state procurement rules.

Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom.

This position is responsible for making significant recommendations based on specific advanced expertise and knowledge of procurement, industry and market, legal framework and operational practices. They use expertise and knowledge to conduct procurements and/or negotiations for goods and services statewide on behalf of the agency.

This position uses expertise and knowledge in support of procurement - regularly makes recommendations to internal staff related to application of procurement law, policies and best practices. They recommend and influence structure, content and procurement project management strategies to ensure appropriate and sustainable outcomes.

They are required to interact with high level agency leaders to understand contracting needs, be able to facilitate consensus, and make independent decisions around procurement strategies and/or specifications. They may collect input, prepare documentation and make recommendations to Contracts and Procurement Director responsible for agency procurement policy and processes.

They draft executive summaries for senior management review and consideration, utilizing expertise, knowledge, and market research information.

Explain the major decision-making responsibilities this position has full authority to make.

They independently manage and complete assigned procurement activities for internal customers. This includes independent development, communication, and facilitation with programs; independent communications with the vendor community, which may include difficult discussions without the need for escalation; independently assess and determine procurement strategies. Other critical decisions related to procurement activities include procurement specification development, evaluation criteria, and award recommendations.

They independently manage procurements, to include remedial actions, extension/rebid decisions, price adjustments, and other impacts within current designated signing authority.

The oversight role of this position ensures effective application of laws, regulations and best practices related to procurement by Contracts and Procurement staff. The position acts in a leadership role, regularly advising programs on procurement laws, policies and best practices.

They independently use data to evaluate and make recommendations regarding contract strategies, negotiations, etc.

Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?

While there is a general framework under which procurement is conducted, each transaction has elements that are unique to the individual transaction, including unknown or unexplored elements. The incumbent must be prepared for and confident in applying expert knowledge, skills and abilities in independently deciding how to mitigate issues and concerns related to these transactions. They especially use expertise and knowledge of industry and legal framework to



ensure decisions are reasonable and executable within a government setting.

In addition to decisions made related to specific work assignments, as an expert level professional, the incumbent is expected to be comfortable making decisions at any level necessary to be proactive in assisting with the overall workflow and issue resolution. For example:

Tactical - Manage procurement processes and negotiation of contract terms and conditions require independent judgment and research as well as collaboration with internal and external customers to ensure appropriate procurement methods and structure is used. Incumbent is expected to use experience, resources, knowledge, and professional judgment to ensure legal and acceptable outcomes.

Strategic - Provide input and influence on strategic plans and goals of the Contracts and Procurement Office, Financial Services, and Department of Health.

Independently manage individual and staffing workload and deadlines to align with priorities of the Contracts and Procurement Office, Financial Services, and Department of Health.

Applies strategic sourcing principles to procurements that are directly managed by the incumbent or those overseen by the incumbent.

What are the risks or consequences of the recommendations or decisions?

The agency relies on the expertise and experience of this position to provide insight and advice on complex contract and procurement actions. Use of appropriate methods and insightful development of procurement documents can significantly mitigate risk to DOH. This also can ensure that procurements appropriately address operational concerns for programs and ensure clarity of purpose, roles and responsibilities between the parties.

Use of improper methods for procurement development can lead to rework, delay in projects, unenforceable agreements, loss of vital contract functions, audit findings, inability to provide services to DOH programs, increased costs of goods and services, loss of agency delegated authority and potential risk assessment impact or loss of funding.

The consequences of unobjective, inconsistent, and reactive actions related to review/approval of procurements can lead to mistrust and lack of confidence, as well as reduced credibility within the agency. Errors or inconsistencies in recommendations or decisions may diminish the reputation of DOH.

Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

NOTE: All relevant experience including lived, volunteer, or professional, or a combination of experience and education that demonstrate the ability to perform the work will be considered.

- **Option 1:** Seven (7) or more years of experience and knowledge providing consultation on and negotiation of complex procurement issues as a manager or supervisor in a large-scale procurement function, in either government or business setting providing training, support, feedback, and guidance to staff in the performance of complex contracting, procurement or related financial functions and activities.
- **Option 2:** An Associate's Degree in Business Administration, Public Administration, procurement, logistics, supply management, or closely allied field; **AND** five (5) or more years of experience and knowledge providing consultation on and negotiation of complex procurement issues as a manager or supervisor in a large-scale procurement function, in either government or business setting providing training, support, feedback, and guidance to staff in the performance of complex contracting, procurement or related financial functions and activities.

- **Option 3:** A Bachelor's degree or higher in Business Administration, Public Administration, procurement, logistics, supply management, or closely allied field; **AND** three (3) or more years of experience and knowledge providing consultation on and negotiation of complex procurement issues, including experience as a manager or supervisor in a large-scale procurement function, in either government or business setting providing training, support, feedback, and guidance to staff in the performance of complex contracting, procurement or related financial functions and activities.

AND

- Advanced experience and skills in research, development, and presenting findings, assessments, and recommendations to executive-level audiences.
- Intermediate ability to use Microsoft Word Excel, Outlook email, and the internet.

Core Competencies:

- Extensive written and oral communication skills; demonstrated ability to communicate complex topics or issues both verbally and in writing;
- Demonstrates self-awareness, self-management, ethics, integrity, and continual growth and learning;
- Demonstrates interpersonal awareness and the ability to be inclusive;
- Demonstrates organizational and political awareness, relationship building skills, and effective decision making;
- Demonstrates the ability to integrate performance leadership into program activities, provide coaching and mentoring for improved success, provide personalized recognition and celebrate successes, and displays characteristics of interpersonal influence; and
- Demonstrates fiscal accountability by following finance regulations, principles, standards, best business practices, and managing risk when committing agency resources with external partners.

Preferred/Desired Education, Experience, and Competencies.

- Experience and knowledge in government purchasing and contracting, procurement rules, policies, procedures, to include performance based contracting standards.
- Professional Certification: Certified Purchasing Professional (C.P.P.)
- Advanced professional written and verbal communication skills, including presentation/training skills.
- Leader with demonstrated ability to work with diverse groups and complex situations.
- Independent work experience within government operations, including volatile matters.
- Expert at vendor/customer relationship management, ability to gain stakeholder confidence (at all levels).

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

Completion of Required DES Contracts/Procurement Trainings must be completed within 6 months of hire.

The duty station for this position is Tumwater, WA. Due to the COVID-19 pandemic, telework (mobile-work) is currently expected. Incumbent must have internet access and connectivity. When approved to return, the incumbent may be asked to report to the duty station for work activities through a hybrid or flexible telework schedule. An alternative work schedule may be considered upon request and supervisor approval. Telework – once returned to the duty station for work activities, may be considered upon request with supervisory approval.

Working Conditions

Work Setting, including hazards:	Assigned duty station is in Tumwater, WA at the agency headquarters. Work is performed almost exclusively indoors in a fast-paced office environment. Work performed may require mobile work from home or various locations.
Schedule (i.e., hours and days):	Position is overtime exempt. The incumbent is expected to manage their time and schedule within a typical 40-hour work week; however, he/she will adjust



	their schedule and work additional hours to meet business demands and deadlines. Exceptions may occur for DOH emergency response activations for exercises or actual emergency response events as needed.
Travel Requirements:	Some travel may be needed to attend customer/vendor meetings, site visits, commodity specific conferences, provide procurement services on site at a DOH facility such as the Public Health Laboratory, or to attend or provide training.
Tools and Equipment:	Standard office equipment including computer with standard and specialized software applications including MS Office, Spendmap, and access database. Use of copier, scanner and printer also required.
Customer Relations:	High volume interactions with culturally diverse customers. Is expected to be a role model for treating customers with courtesy and sensitivity, expert ability to listen attentively, identify issues, and provide options. Build effective working relationships with internal DOH staff, Agency Leadership, other state agency staff and other external partners. Requires frequent contact with customers of diverse backgrounds (agency managers, supervisors, employees, state auditors, managers in state and government agencies, other stakeholders, vendors, and the public).
Other:	Reliability to be on the job and be a productive team member. Able to work in a fast-paced environment with multiple priorities and competing deadlines. Able to maintain confidentiality regarding information accessed or discussed while performing the duties of the position. Perform as public health lab coordinator for emergency purchasing of supplies and equipment for DOH preparedness and response activities.
<p align="center">Acknowledgement of Position Description</p> <p>The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.</p>	
Date: 06/28/2022	Supervisor's Signature (required): /s/ Alyce Bengé, Contracts and Procurement Director
Date: 06/27/2022	Appointing Authority's Name and Title: Alexandra Kelley, Deputy Chief Financial Officer Signature (required): /s/AKelley
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.

