

DGS Sourcing Account Specialist

The Sourcing Account Specialists' primary responsibilities include understanding the procurement goals of their assigned agencies and developing a plan to accomplish those goals while maintaining the interests of the State's Procurement policies and procedures. The Sourcing Account Specialist supports, consults, executes and administers procurements, using all available methods to include Request for Proposal, Invitation to Bid, Competitive Negotiation and Informal Bid, on behalf of state agencies and the Category Management department. The Sourcing Account Specialist must be able to solve complex problems associated with data and spend analysis, cost benchmarks, diverse and/or conflicting agency requirements, and procurement processes. The Sourcing Account Specialist will administer procurement activities from development and implementation of the sourcing strategy through award of the contract, which includes identifying agency needs, drafting solicitations, executing procurements, managing and leading the state evaluation process and conducting negotiations. The Sourcing Account Specialist will represent the state procurement office and speak in public settings to various groups which include, but are not limited to, relevant industry trade groups, the state fiscal review committee, the state procurement commission, the state protest committee and the advisory council on state procurement. In addition, the Sourcing Account Specialist will serve as the point person for each executed and administered procurement and will utilize problem solving skills to ensure the contract satisfies the needs of internal and external stakeholders.

The duties and responsibilities of the Sourcing Account Management Specialist include, but are not limited to, the following:

- 1) Primary liaison between the Executives of the assigned agency (agencies) and the Central Procurement Office Executive Management.
- 2) Manages multiple procurement projects that require special attention due to the visibility to the public or the dollar amount associated with the service/product.
- 3) Gathers and analyzes contract expenditure data.
- 4) Gathers and analyzes benchmarks for pricing and contract terms.
- 5) Develops solicitation specifications based on internal and external sources of information.
- 6) Analyzes proposal pricing against historical costs, other state contracts, and industry-recognized indexes.
- 7) Calculates and reports on estimated savings associated with contract proposals.
- 8) Possesses and demonstrates strong knowledge of policies, procedures and execution strategy for multiple solicitation methods including Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid.
- 9) Provides strategic advice and consultation to agency procurement and program staff to determine the proper methods of procurement as well as strategy development and execution of procurement activities.

- 10) Solves common problems associated with procurement activities, including data analysis and negotiations.
- 11) Manages and leads the evaluation team and process to award recommendation.
- 12) Leads and develops strategy for proposal clarifications, price negotiations and contract finalization and supports other procurement staff with similar activities.
- 13) Researches procurement-specific markets and industry developments for incorporation into procurement solicitation specifications to maximize cost savings and quality of procured goods and services.
- 14) Provides protest support in research and development of recommendation for resolution, as needed by the Legal department.
- 15) Works closely with other central procurement teams in support of procurement activities.
- 16) Builds and manages business relationships with agency procurement staff, central procurement category management teams and key vendors to facilitate effective sourcing outcomes.
- 17) Regularly represents the central procurement office while speaking at public events with internal and external stakeholders.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university

OR

Four years of professional business experience (*or any combination of education years and experience equivalent to four years total*)

ADDITIONAL COMPETENCIES

- 1) Working knowledge of strategic sourcing procurement program(s)
- 2) Working knowledge of enterprise procurement system(s)
- 3) Proficiency in Microsoft Office, specifically Excel
- 4) Excellent organization, problem solving and negotiation skills
- 5) Excellent analytical skills
- 6) Excellent presentation skills
- 7) Excellent communication skills, both verbal and written

Interested candidates please submit a cover letter and resume to Chris.Yarbrough@tn.gov

The State of Tennessee, Department of General Services, is an Equal Opportunity Employer.

Requests for ADA accommodation should be directed to the Human Resources Office @ 615-253-3966.