

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPSPL2

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Procurement
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Relationship Management
5. Working Title (What the agency calls the position) Supplier Relations Specialist	11. Section Supplier Relations
6. Name and Position Code Description of Direct Supervisor CAMP, WILLIAM C; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MEEK-DAVIS, STEPHEN P; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W ALLEGAN ST; LANSING, MI 48933 / Monday - Friday 8:00 am-5:00 pm

14. General Summary of Function/Purpose of Position

This position administers the operations of the contract monitoring, supplier protest, and pre-contract risk assessment programs that Supplier Relations runs for the State of Michigan and is the only position in state government dedicated to these processes. The contract monitoring program provides the framework for maintaining a positive working relationship with supplier over the life of a contract and ensures that the state receives the goods or services it pays for under the contract. The supplier protest program allows bidders who have not been awarded a contract to protest the decision and requires this position to review the work of the procurement professional who made the award and detriment if the award should be upheld or overturned. The pre-contract risk assessment program minimizes risks the state faces in contracting with suppliers by evaluating financial, legal, and past performance information on potential suppliers.

In administering these programs this position recommends changes to program policies, develops and executes plans to ensure the programs are meeting their goals, works with other state agencies and procurement professionals, and serves as an expert on the program topics.

Additionally, this position leads the planning of the annual Supplier Summit/Expo.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 70

Administers the Contract Monitoring, Supplier Protest, and Pre-Contract Risk Assessment programs.

Individual tasks related to the duty:

Administers the Contract Monitoring program

- Serves as the technical expert and advises procurement professionals across state government on developing appropriate Contract Monitoring Plans
- Provides technical expertise and advices to procurement professionals and program managers (business owners) throughout the lifecycle of the Contract Monitoring Plans
- Assist in the development and writing of particularly complex Contract Monitoring Plans, particularly for those contracts that fall within Level 4 and 5 Categories
- Monitors compliance with contract monitoring program policies and procedures
- Develops and provides training to procurement professionals on developing Contract Monitoring Plans
- Develops and provides training to program managers on utilizing the Contract Monitoring Program

Administers the Supplier Protest program

- Evaluates protests that are received by Central Procurement Services (CPS) from potential suppliers who were not awarded a contract and investigates the work of the procurement professional
- Determines if an award was made fairly or should be overturned in accordance with state law and state procurement policy, and issues a recommendation and draft protest response for the Chief Procurement Officer's signature
- Evaluates protests that are received by agency procurement areas from potential suppliers who were not awarded a contract and reviews the agency's investigation and proposed response prepared for the supplier
- Determines if the agency response will be approved, or if further investigation is warranted and conducts that investigation if necessary
- Acts as liaison to the Attorney General's Office on protest-related issues and legal matters

Administers the Pre-Contract Risk Assessment Program

- Performs reviews of supplier's financial and legal histories utilizing available tools
- Consolidates other available relevant data and provides overall risk analysis to procurement professionals
- Reviews each program's operations for effectiveness, and recommends changes to program policies and procedures

Advise Supplier Relations Manager and other CPS management on related issues

Duty 2

General Summary:

Percentage: 30

Leads the planning of the annual Supplier Summit/Expo and other duties as assigned

Individual tasks related to the duty:

- Works with other CPS staff to plan and hold annual Supplier Summit/Expo
- Coordinates budget, contracts, volunteers, schedules all communications regarding annual Supplier Summit/Expo and other events for current suppliers
- Perform special projects for section manager

Other duties as assigned

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions regarding policy implementation, procedure changes, and programs administered by position. These decisions will affect the Central Procurement Office, 23 state agencies and their procurement staff, suppliers and potential supplier groups.

17. Describe the types of decisions that require the supervisor's review.

Guidance is sought when issues may be politically sensitive, or when decisions will have major operational or budgetary impacts.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The physical effort normally associated with a general office environment, the ability to use a computer, and travel outside of

the office.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Administering the Contract Monitoring, Supplier Protest, and Pre-Contract Risk Assessment programs.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

Central Procurement performs sourcing and delegates other purchasing duties to the executive branch of State Government. The Supplier Relations Section is responsible for developing the programs and framework to maintain positive working relationships with the state's suppliers. This position administers several programs that help ensure positive working relationships with our current suppliers, maintains the integrity of the sourcing process by allowing potential suppliers to protest awards they feel are against state law or policy, and minimizes potential risks from suppliers before the state enters into a contract

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Preference for majors in supply chain management or related fields, or legal backgrounds
- Experience documents for compliance with laws and policy
- Experience with technical or legal writing
- Ability to organize and clearly present information, both verbally and in writing.
- Ability to manage multiple projects/deadlines and determine priorities.
- Problem solving skills

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

none

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date