



POSITION DESCRIPTION

TITLE:	Bid Analyst	CATEGORY:	Classified
FLSA STATUS:	Non-Exempt	GRADE:	F

JOB SUMMARY: Responsible for managing the entire solicitation process. Under minimal supervision, create professional, complex procurement and contract documents with a high degree of accuracy and attention to detail.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:

YEARLY PERCENT OF TIME

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|---|-----|
| 1. Create competitive solicitations (projects) to include its management through the Bonfire eProcurement portal, including Requests for Proposals, Requests for Competitive Sealed Proposals, and Requests for Qualifications, including supporting specifications, which comply with College policies and procedures and state and federal law based on contract calendar and College needs. Monitor and enforce the solicitation rules and regulations for the College; conduct solicitation planning meetings with Buyers and the Director of Purchasing; develop a schedule and initiate the request for solicitations, process upon review with Buyers and Director; oversee and monitor the logistical process for solicitations including creating the solicitation, advertising, issuing copies of the solicitation, and monitoring their receipt; coordinate and document the receipt of offers. Post solicitations on the website. | 55% |
| 2. Oversee and document the offer opening, schedule and oversee the pre-proposal conference and the offer evaluation; create all related documentation including the Bid Tabulation and Weights and Criteria Score; document and archive the entire solicitations process; prepare the documents for the Board Agenda. | 15% |
| 3. Walk with interested vendors through the District's various properties and facilities in connection with the competitive solicitation process, recording questions from interested vendors and responses from College personnel. This would include over-hand ladder and stair climbing, walking on the District's various roofs and other elevated surfaces, walking into and around tight, dark spaces that may be difficult to navigate, and taking part on extended walks throughout the District's campuses and facilities over the course of several hours and in various types of weather and temperatures, with little time to rest. | 10% |
| 4. Maintain a log of interested vendors and contact them whenever a solicitation for the services they provide is advertised. | 5% |
| 5. Conduct periodic audits of competitive solicitation files to ensure compliance with established file and archiving requirements. | 5% |

6. Assist Buyers with processes related to solicitations. 5%
7. Additional duties, as required, in support of the Purchasing Department functions. 5%

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's degree.

EXPERIENCE: Four (4) years related experience, preferably in a purchasing department setting.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Ability to multitask and concurrently manage, with a high degree of accuracy, several solicitations at varying degrees of completion;
- Ability to work with College departments in developing competitive solicitations;
- Ability to establish and maintain effective working relationships with staff and the public;
- Excellent communication, written and verbal and interpersonal skills;
- Ability to create and publish formal competitive solicitations for goods and services;
- Advanced user in MS Office applications; demonstrated proficiency in spreadsheet applications, including information gathering, organization, set up and development;
- Ability to create documents with high degree of accuracy; with special attention to detail using various computer software;
- Ability to communicate and interact with individuals at all levels of the institution;
- High degree of analytical skills;
- Ability to have initiative and self direction to perform all areas of responsibility;
- Ability to set and adhere to timelines and attention to detail;
- Knowledge of Texas procurement statutes applicable to Junior Colleges;
- Ability to use the web-based (Bonfire) eProcurement portal.

2. Equipment Used: Personal Computer, fax, telephone, copier, audio recorder, and other equipment associated with an office environment.

3. Software Used: Bonfire eProcurement web-based portal; Ellucian Banner ERP system; a variety of word-processing, spreadsheet, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to feel; and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds, 25 pounds and 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, high, precarious places, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

POSITION TITLE:	Bid Analyst
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)				
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*