



Contracts and Procurement

SANDAG is the regional agency that connects people, places, and innovative ideas by implementing solutions with our unique and diverse communities. Integral to our mission is the ability to procure cutting-edge technology, digital solutions, equipment, and data with the support of the Contracts and Procurement Division. This team provides the framework, guidance, and expertise to ensure that public dollars are spent prudently and that any contracts for work, services, or equipment are awarded in an open, fair, and competitive environment.



First Review of Applications: October 29, 2021 – opened until filled

Expected Start Date: December 2021

Contracts and Procurement Job Openings:

Contracts and Procurement Analysts:

Contract Analysts concurrently support numerous procurements at various stages of development, the ability to work cooperatively with project managers and vendors and meet deadlines is integral to the role. These positions will support various types of technology-based contracts including dynamic charging lanes for electric vehicles, broadband projects to address the digital divide, geographic imaging and modeling services, toll road systems, software and hardware, and systems used by law enforcement agencies. If you think you would enjoy the challenge of working on technology-related procurements and helping project managers successfully navigate procurement laws and policies, these Analyst positions may be a great fit for you. These positions will be working onsite at our downtown San Diego office.

- **Contracts and Procurement Analysts:**
(may be filled at Associate or II level):
 - **Associate: \$59,351 to \$91,995/year**
 - **II: \$53,833 to \$83,442/year**

There are two positions available, one position is a Regular “at-will” status, the other will be offered as a two year Limited-Term employment opportunity.

Benefits

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 contribution to the SANDAG deferred compensation program. SANDAG offers flexible work schedules and employees are provided with paid time off and paid holidays. The candidate selected for this position will be expected to work in-person in the San Diego office.

The selected candidates 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.



Job Responsibilities and Experience & Qualifications

Our Contract Analysts concurrently support numerous procurements at various stages of development, the ability to work cooperatively with project managers and vendors and meet deadlines, as well as possessing a high level of organization and communication skills to manage multiple deadlines, is integral to the role. The ideal candidate will have at least one to three years of professional contracts and procurement experience; bachelor's degree with course work in public administration, business administration, law, technology, computer science, or a related field. A combination of education and recent work experience may be considered in lieu of the degree.

Job Responsibilities:

- Advise project managers regarding options for technology related procurements, including amendments, task orders, Memoranda of Understanding, leases, software licenses, purchase orders, etc.
- Provide technical assistance to project managers with the development of solicitation documents such as Requests for Offers (RFOs), Requests for Proposals (RFPs), Requests for Qualifications (RFQs), Requests for Information, and Invitations for Bids (IFBs).
- Prepare, research, and review various contracting documents, including contract amendments, task orders, assignments, purchase orders, scopes of work, and service level agreements in cooperation with project managers and the Office of General Counsel.
- Analyze scopes of work for potential legal implications or other risks; analyze project schedules, milestones, technical specifications, cost estimates, project budgets, insurance requirements, evaluation criteria, and other elements for thoroughness and accuracy.
- Coordinate advertising of solicitation documents, public notices, posting to electronic bid systems, and other outreach efforts.
- Coordinate pre-proposal meetings; prepare meeting materials; serve as meeting facilitator; prepare meeting minutes and questions and answers from attendees; post summary information.
- Review submitted proposals for responsiveness; coordinate the evaluation of proposals; perform cost analyses; obtain Disadvantaged Business Enterprise (DBE) goals and commitments; 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 negotiation of contracts that are fair and reasonable to both parties; review records of negotiation, cost proposals, and overhead rates 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 Risk and Insurance staff, Office of General Counsel, and consultants to coordinate the execution of contract documents with selected contractors/consultants.
- 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.
- Communicate with staff at Caltrans and federal and state funding agencies on grant obligations and with internal staff on DBE goals, labor compliance requirements, licensing, debarment, and other contract-related matters.
- Develop and maintain record, documents, and reports for project managers, leadership, and Board of Directors; gather information, perform analyses, and provide recommendations.
- Advise staff administering contracts on how to address vendor performance issues and apply contract terms to ensure vendor compliance.

Qualifications:

- Experience with the acquisition of technology-related services, goods and equipment is required.
- Experience preparing or collaborating with project managers to prepare scopes of work, project schedules, milestones, technical specifications, cost estimates, project budgets, insurance requirements, and proposal evaluation criteria for technology-related procurements.
- Experience coordinating advertising, posting, and outreach efforts for programs, projects, and services; experience supporting various tasks related to coordinating the efforts of project teams.
- Experience analyzing and reviewing documents, data sets, and processes with a detail-oriented and analytical eye; experience preparing recommendations and reports for review and approval.
- General familiarity with rules, regulations, and laws related to public agency contracts.
- Experience researching and analyzing information and writing grammatically correct documents and editing the writing of others.
- Experience making recommendations on purchasing, reviewing invoices and vendor work product for accuracy, or monitoring the performance of a vendor.
- Ability to coordinate multiple concurrent projects at various stages of completion; ability to follow-up with employees and managers to keep procurements on track.
- Experience with financial management, project management, and procurement software is desirable.
- Prior work involving specifications for technology or intellectual property transactions is highly desirable.

How to Apply

Interested candidates may apply for these positions by completing a SANDAG Employment Application.

The Employment Application can be downloaded from the SANDAG website or by contacting hr@sandag.org or calling (619) 699-1900. 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, (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

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.

Contact Us



401 B Street, Suite 800, San Diego, CA 92101-4231



(619) 699-1900 | TTY/TDD: (888) 722-4889



sandag.org



hr@sandag.org

