



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 1, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 2, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, August 15, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM III

Contract Specialist
Bureau of Design & Environment
Office of Program Development
Springfield

Attachments
42103

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, August 15, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager III	Salary:	\$4,670 - \$6,483*
Position Title:	Contract Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-65-308-21-01	IPR#:	42103

Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Design and Environment / 2300 S. Dirksen Parkway/Springfield, IL

Description Of Duties:

This position provides managerial assistance and technical guidance; assists in planning, directing, coordinating and controlling all interrelated activities necessary for the administration of the electronic bidding process. This position is directly responsible for the review and approval of all registering contractors for electronic bidding; answering questions from contractors through telephone help calls and Web email; and maintaining the Vendor Portal, DBE contractors list and computer application support for the Integrated Contractors Exchange.

Special Qualifications:

Desired:

- Four years of college preferably with major courses in public or business administration
- Four years of experience in public administration
- Thorough knowledge of the state's procurement laws, rules and regulations
- Thorough knowledge of the ELM Letting Management system
- Thorough knowledge in the use of personal computer applications
- Ability to maintain harmonious relationships with employees, agency officials and general public

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March 21, 2017	POSITION:	Contract Specialist
APPROVED BY:	<i>Maureen Addis</i>	OFFICE/DIVISION:	Office of Program Development Bureau of Design & Environment
CODE:	PW413-23-65-308-21-01	REPORTS TO:	Chief Contract Official

Position Purpose

This position provides managerial assistance and technical guidance and, under general supervision, assists in planning, directing, coordinating and controlling all interrelated activities necessary for the administration of the electronic bidding process. This position is directly accountable for the review and approval of all registering contractors for electronic bidding. In addition, this position is responsible for answering questions from contractors through telephone help calls and Web email, maintaining the Vendor Portal, the BDE contractors list and computer application support for the Integrated Contractors Exchange.

Dimensions

Lettings per Year:	8 - 10
Insurance Documents Received:	3,000 ±
Value of Contracts:	\$1 B ±
Bidding Documents prepared:	1,200 ±
Annual Correspondence:	1,500 ±
Contracts and Bonds Prepared:	2,400 ±
Annual Reports:	100 - 300
Contracts Advertised & Executed:	1,200 – 1,500

Nature and Scope

This position reports to the Chief Contract Official. There are no subordinates reporting to this position.

This position is responsible for facilitation of the electronic bidding process by supervision of the operation of the Vendor Portal administration application. Vendor Portal administration functions include verification of vendor information and subsequently approving or rejecting, as well as deleting Vendors. Contract management and maintenance functions include ensuring each contract's certifications are set, submitting contracts to the Vault, withdrawing contracts from the Vault, submitting addenda to the Vault, or setting bid authorizations as per form BDE124 "Request for Authorization to Bid/or Not For Bid Status," and bid opening.

The greatest challenges of this position are to manage the electronic bidding system applications; contractors' liability surveillance system required to ensure that all active contracts are properly covered by insurance necessary to indemnify the Department; ensure the timely and accurate preparation of bidding documents to maximize the pre-letting time available to prospective bidders; assist in the operation of the ELM Letting Management System for the Contracts office to ensure that the various systems and reports are run in a timely and efficient manner; ensure the timely and accurate preparation of contracts and contract bonds to allow for their transmittal to contractors for execution upon contract award; maintain a plan and specification review and inspection area for contractors and suppliers to review the projects prior to bid submittal. Typical problems include: administering the electronic bidding system for unfamiliar bidders/contractors; logistics involved in maintaining contact with prospective bidders, insurance companies, insurance agencies, Chief Counsel's Office, central and district personnel in order to assure full compliance with applicable Departmental regulations and procedures; maintaining coordination with other areas of responsibility to ensure timely completion of that portion of the bidding cycle relative to the preparation and issuance of bidding documents and contracts and bonds.

The incumbent provides technical assistance in coordinating and controlling interrelated activities in the advertisement of Departmental highway and bridge construction contracts for competitive bids; assists with the contractors' liability insurance program for the Department through constant contact with contractors, insurance companies, insurance agencies, Chief Counsel's office, Central Bureau of Claims, district claims offices, central and district construction offices and resident engineers. This is accomplished by requiring insurance prior to execution of a contract, maintaining a tracking system for each contract to final acceptance, a notification system of expired insurance, and a records system for use by the Chief Counsel's office, Central Bureau of Claims, district claims offices, central and district construction offices and resident engineers. This position reviews the low bid documentation prior to award of the contract and the preparation of the contracts and contract bonds for each contract prior to award; assists the Chief Contract Official in preparation of the official Departmental advertisement; assists in the operation of the ELM Letting Management System for the Contracts office; and acts as a liaison between the Department and the Management System for the Contracts office; and acts as a liaison between the Department and the construction industry by providing assistance to prequalified contractors having questions regarding bidding procedures. During the absence of the Chief Contract Official, Contract Official and Senior Contract Specialist, the position assumes the responsibilities for all bidding cycle functions.

This position is afforded some latitude to act independently in all day-to-day operational functions and initiate action necessary to resolve problems and to make independent decisions necessary to fill these objectives, seeking guidance through the Chief Contract Official, Bureau of Information Processing or Chief Counsel's Office only in questionable issues regarding legality and Departmental interpretation of policies and procedures.

This position is in constant contact with Central Bureau of Claims, Chief Counsel's Office, district construction offices, central and district bureaus of construction, contractors, material suppliers, insurance agencies and insurance companies, general public and legal authorities. Maximum tact, diplomacy, integrity, mature judgement and a thorough knowledge of the state's applicable procurement laws, procedures and regulations is mandatory.

The effectiveness of this position can be measured by the timely preparation of bidding documents, contracts and contract bonds, letting lists, bidder's lists, not for bidders' lists, award and reject reports for publication and contractors' award lists; the continuity of insurance coverage on all active contracts and the fulfillment of all deadlines associated with the Department's electronic bidding process.

Principal Accountabilities

1. Supervises the Vendor Portal administration application operation for the Contracts sub-unit.
2. Provides guidance and technical assistance to bidders/contractors concerning the electronic bidding process.
3. Processes form BDE 124 "Request for Authorization to Bid/or Not for Bid Status" in the Vendor Portal administration application.
4. Assists in administering the contractors' liability insurance program, indemnifying the Department throughout the life of each road and bridge construction contract, assuring compliance with Department requirements.
5. Assists in supervising the ELM Letting Management System operation for the contracts area.

6. Assists the Chief Contract Official in the development of the Transportation Bulletin.
7. Provides guidance and technical assistance to bidders/contractors concerning Departmental rules, regulations and procedures governing the electronic bidding process.
8. Performs duties in compliance with Departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.