

Senior Procurement Agent, Capital Programs

Department: Procurement Services

Date: January 15, 2025

Immediate Supervisor: Senior Manager, Capital
Procurements & IT

Pay Level: L26

POSITION SUMMARY: Purchase materials, supplies, equipment, construction, concessions and services in a timely fashion and of a quality and price consistent with Greater Orlando Aviation Authority (Aviation Authority) needs and in accordance with good purchasing principles and ethical standards. Procurements are complex, and many are formally solicited advertised solicitations. Process includes market research, specification development, locating vendors, solicitation, negotiation, price analysis, value analysis, award determination or recommendation, award and purchase order processing, and contract management. This position is primarily assigned to engineering, construction, and concession projects.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job is not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepare solicitation packages with the goal of getting the best value for dollars spent consistent with Aviation Authority needs and in accordance with good purchasing principles and ethical standards.
- Obtain quotes, bids, and proposals and negotiate prices, terms, discounts, services, delivery, and transportation with vendors as appropriate. Responsibility is engineering, construction and concession projects, all of which are formally advertised, of high dollar value, and with performance periods spanning multiple years. Evaluate quotes, bids and proposals, prepare award documents, and sign those within signatory limit. Coordinate alternate actions with requestor when budgetary restrictions, sourcing problems, availability, or time constraints impact the procurement.
- Maintain Contract File Master in central records. Update specifications to Contract documents and statement of work to reflect amendments and scope changes. Provide required documents to Contract Administrator.
- Provide knowledgeable recommendations regarding the choice of different construction project methods, including Design-Bid-Build (DBB), Design-Build (DB), Request for Statement of Qualifications (RFSQ) and Construction Manager at Risk (CMAR).
- Review requisitions to verify all proper documentation has been provided and adequate funding is available. Obtain necessary clarifications or approvals, process documents as required. Enter Standard Purchase Orders into Oracle as required for Contracts.
- Review and refine purchase descriptions, specifications and statements of work for use in major purchase solicitations. Requires in-depth understanding of crafting complex specifications to enhance competition. Coordinate with requesting department, Owner's Authorized Representatives, and project managers to confirm drawings and specifications are completed within timeframe to meet required deadlines.
- Prepare solicitations in accordance with Aviation Authority Policy and Procedures and applicable codes, laws and statutory requirements. Initiate procurement through formal advertisement when appropriate. Conduct market research to identify suppliers and obtain competitive bids for construction materials and services, to assist customers in obtaining product information, and to develop a broad vendor base.
- Advise and assist customers in using the purchasing system to submit projects for solicitation. Resolve delivery problems with Material Management and payment concerns with Finance.

Job Description + Physical Requirements and Working Conditions

- Facilitate, prepare agendas and attend project related meetings including pre-solicitation and pre-bid meetings, bid and proposal openings, and other meetings with vendors and customers as needed.
- Perform review of formal solicitation submissions for required information, perform pricing analysis, and conduct thorough reference checks. Facilitate staff evaluation team meetings for award recommendations.
- Prepare, coordinate and process scope changes, budget adjustments and assignments to contracts and update Contract File Master accordingly. Process Request for Change Orders (RCOs) from contractors, Field Change Orders (FCOs) from internal customers and Owner's Authorized Representatives (OARs).
- Meet with the Project OAR on a regular basis to discuss any Contract issues. Review payment requests and work with OAR and Contractor to obtain any documents needed to keep the Contract in compliance.
- Facilitate contractual conflict resolution to include identification of conflict source, development of corrective action plan, and monitor progress of action plan up to and including Contract termination if required.
- Verify expired Contracts include all required documentation and update the master file.
- Confirm assigned work is performed in a timely fashion.
- Remain current in knowledge of purchasing principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- Maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, Public Administration, Supply Chain Management or a related field and four (4) years of progressively responsible work experience in procurement, or an equivalent combination of education, training and experience. Experience must include two (2) years of soliciting bids and proposals and the use of formal advertising for major items and services. Experience must include extensive experience with projects solicited under the Florida Consultant's Competitive Negotiation Act (CCNA), Florida Statutes Section 287.055. Experience processing solicitations in an e-procurement system required. Procurement experience in the public sector is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of the Florida Consultant's Competitive Negotiation Act (CCNA), Florida Statutes Section 287.055.
- Working knowledge of the solicitation and award process for major purchases of commodities, equipment, and services using invitations for bid and requests for proposal.
- Extensive knowledge of specification, statement of work and purchase description development
- Skilled in vendor base development, product and service research, pre-award surveys, contract negotiations, and post award contract administration.
- Familiarity with State of Florida Contracts, and statutes pertaining to public procurement.
- Excellent verbal and written communication skills.
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint, etc.).
- Experience with enterprise resource planning (ERP) systems.

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Purchasing Manager (C.P.M.), Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB) or an equivalent certification required at time of hire or within two (2) years of hire/promotion.

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In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting: 0 – 20 lbs						X	1
20 – 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor

Date

Human Resources – Compensation Date