



JOB ANNOUNCEMENT

TITLE: Contracting and Procurement Specialist
POSITION TYPE: Full-Time; At-Will; Salaried; Exempt
SUPERVISOR: Chief of Contracting and Procurement

POSITION SUMMARY:

The Contracting and Procurement Specialist is responsible for overseeing The Community Partnership's (TCP) contracting and procurement activities. In so doing, the Contracting and Procurement Specialist will manage the procurement process by drafting and releasing Request for proposals (RFPs), coordinating bidders' conferences, and managing the scoring process. The Contracting and Procurement Specialist will also be responsible for contract drafting, negotiation, extension and renewal, and communicating contractual changes to all stakeholders. In addition to the above duties the Contracting and Procurement Specialist will review and interpret funding source requirements, relevant legislation and District guidelines and collaborate with senior staff to ensure contracts align with legal and contractual requirements. The Contracting and Procurement Specialist is expected to cultivate and maintain positive relationships with subcontractors and assist in resolving procurement and contract related issues that arise, whether internally or externally.

SALARY: \$70,000.00 - \$75,000.00 (Depending on Experience)

ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:

- Manage and track the procurement process by drafting, revising, and releasing request for proposals (RFPs), issuing modifications, coordinating and conducting bidder conferences, responding to bidder questions, organizing review panels, creating scoring data, announcing selections, and conducting post-award and follow-up meetings
- Draft, negotiate and issue Memorandums of Understanding, memorandums of Agreement and other documents necessary to facilitate various needs related to the management of the District's Continuum of Care
- Review and interpret funding source requirements, relevant legislation and Districts guidelines to provide written and verbal guidance for internal stakeholders as well as subcontractors and sub grantees
- Negotiate contract terms with agency heads including Executive Directors, Chief Executive Officers, and Chief Financial Officers ensure that all legal, contractual, and financial requirements are considered
- Develop a formalized system to track updated terms throughout the negotiation process to ensure that agreed upon terms are included in future contracts for the same service in order to reduce future negotiation timelines

- Draft, finalize and issue contracts that comply with funding source requirements for a variety of service and operational needs including case management, building operations, food, janitorial, and security services
- Meet with the internal leadership including the Chief of Operations and Chief Financial officer to determine specific contractual terms for specialty services contract
- Create and maintain positive relationships with subcontractors and provide instruction to ensure understanding of contract and invoicing requirements
- Collaborate with the Compliance Specialist to develop a subcontractor monitoring plan that aligns with requirements outlined in subcontracts
- Assist with the supervision of the Program Assistant and provide guidance regarding acceptable deliverables in unique circumstances
- Review specialized deliverables for janitorial, security and food services with appropriate staff to ensure they include adequate information needed to fulfill contract requirements
- Assist in conducting quarterly provider meetings to ensure providers have accurate and up to date information
- Provide support to the Chief of Contracting and Procurement and Chief of Policy and Programs in completing grant applications including but not limited to the District's annual Consolidated Application to renew US Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program funding awarded by the District Government. This may include assisting providers with individual project applications and reviewing materials required for grant close-out
- Liaise with the DC Department of Human Services (DHS) Homeless Services Monitoring Unit (HSMU), Americans with Disability Act (ADA) Compliance Specialist, and Family Services Administration (FSA) staff
Prepare reports and presentations for various audiences including but not limited to, The Community Partnership's Board and Executive Director, funders, the DC Interagency Council on Homelessness, and community stakeholders

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required, though persons who feel they meet some but not all criteria are encouraged to apply.

EDUCATION/QUALIFICATIONS

- Bachelor's degree, with 3-4 years of experience and/or training in social services work, especially related to grant writing, programmatic oversight, and monitoring. Previous Continuum of Care-level homeless services administration experience preferred.
- Great knowledge and understanding of the Homeless Services Reform Act (HSRA) and its amendments and/or the HUD Continuum of Care Program is a plus.
- Bilingual in English and Spanish a plus

REQUIRED SKILLS AND ABILITIES

- Advanced computer literacy and expertise with software used in a typical office environment, e.g., Microsoft suite of office products, Excel, Outlook, Word, and PowerPoint to create and maintain reports and logs
- Excellent communication skills, to include ability to communicate clearly in writing and verbally to a wide range of audiences (customers, co-workers, managers, the public, stakeholders, etc.) face-to-face, virtually, or via telephone or other communication devices to elicit information
- Ability to operate basic office equipment
- Knowledge and proficiency with web base platforms such as DocuSign, Dropbox and GoTo Meeting
- Knowledge of contract procurement and post award management
- Outstanding organizational skills and ability to effectively prioritize and multi-task
- Must be able to identify and resolve problems in a timely manner
- Must be able to gather and analyze information skillfully
- Must have great listening skills and the ability to work well with people at various levels inside and outside of TCP
- Ability to work independently and function well as part of a team

APPLICATION PROCESS

- Email cover letter and resume to jlucio@community-partnership.org with Contracting and Procurement Specialist in the subject line.
- Your response to this job announcement may be considered for other similar available positions within The Community Partnership.
- No phone calls.

TCP has a mandatory COVID19 Vaccination (and booster) Policy. On your first day of employment, you will be required to produce a COVID19 Record of Vaccination or other documentation to prove to TCP that you have been fully vaccinated from the coronavirus. Further, TCP Employees must also follow all health and safety protocols established by TCP to help maintain a safe workplace.

The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or applicants for employment. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307).