



# Chicago Metropolitan Agency for Planning

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## **Procurement Associate (PA22019)** **February 8, 2019**

Company/Agency: **Chicago Metropolitan Agency for Planning**  
Job Category: **Associate**  
Experience Required: **2-5 years**  
Salary Range: **\$54,000 to \$66,933**

The Chicago Metropolitan Agency for Planning (CMAP) is hiring a Procurement Associate. The position is expected to be filled at the Associate level. Compensation will be commensurate with qualifications and experience.

The Chicago Metropolitan Agency for Planning (CMAP) is our region's official comprehensive planning organization. The agency and its partners are implementing ON TO 2050, a new long-range comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) for more information, and details regarding benefits are at [www.cmap.illinois.gov/about/careers#benefits](http://www.cmap.illinois.gov/about/careers#benefits).

### **Position Purpose**

Performs intermediate technical and professional work involving the purchasing and contracting of services, supplies, materials, and equipment, preparation and/or maintenance of legal, fiscal and other records, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance & Administration Deputy.

### **Responsibilities**

- Coordinates agency procurements, contracting, and auditing following established procedures.
- Reviews and approves procurements for compliance with CMAP Procurement Policy, Federal, and State Procurement regulations, articulates and enforces policies and procedures.
- Reviews draft scope of services, timelines, budgets and deliverables to ensure compliance with terms and conditions of the funding source of all Requests for Information (RFI), Request for Proposals (RFP), and Request for Qualifications (RFQ).
- Coordinates and attends pre-bid meetings.
- Reviews vendor responses to RFPs, RFQs, and RFIs and competitive bids.
- Coordinates vendor interviews.
- Reviews and approves vendor scoresheets and selection.
- Reviews and approves justification memo for selected vendor.
- Provides input and data analysis to evaluate and measure vendor performance.

- Maintains tracking and reporting mechanisms to monitor and analyze procurement processes to assist in strategy development.
- Actively monitors PO and invoice transactions to ensure approval, receiving and invoice posting activities are coordinated with proper flow on a timely manner. Takes actions to resolve blockage and discrepancies with the cross-functional team members (i.e. approvers, buyers, receivers, and accounts payable).
- Provides training support to end users and/or team members as directed and needed.
- Verifies vendor compliance with Federal and State contracting eligibility.
- Negotiates contract amendments and purchase authorization orders.
- Monitors active contracts and intergovernmental agreements (IGA); reviews and approves Purchase Authorization Orders (PAO) scope, budgets, and rates to ensure they meet contract terms.
- Obtains Request for Concurrence from third-party grantors; issues concurrence requests to external agencies as requested Reviews consultant evaluation forms and coordinates contract closure processes.
- Performs various research, document review, preparation, and reports related to procurement processes.
- Performs other administrative responsibilities as required that may include but not be limited to management of data acquisition subscriptions and support of GATA reporting requirements as needed.

### **Knowledge, Skills, and Abilities**

- Comprehensive knowledge of business methods, markets, and purchasing practices.
- Comprehensive knowledge of applicable laws relating to governmental and public purchasing.
- Ability to conduct research for various types of procurements in the development of scope, pricing, best practices and models in specific areas and market availability.
- Ability to write clear and concise specifications; thorough knowledge of standard office procedures, practices and equipment.
- Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.
- Ability to express ideas effectively orally and in writing.
- Ability to organize and perform work independently
- Ability to make difficult arithmetic calculations; ability to plan, organize, and review the work of staff and outside entities in performing varied procurement functions.
- Ability to establish and maintain effective working relationships with associates, contract agents, elected officials.
- Legal representatives, regulatory agencies, vendors, and the general public.

### **Education and Experience**

- Bachelor's degree, with coursework in business, procurement, or related field and considerable experience in procurement and contract management for a municipal organization, or equivalent combination of education and experience.
- Knowledge of fund accounting, proficiency with purchasing software and Microsoft Office Suite required.
- Certification as a Certified Professional Public Buyer (CPPB) by the National Institute of Governmental Purchasing (NIGP) helpful.

**How to Apply**

Please submit cover letter and résumé via the web at [www.cmap.illinois.gov/about/careers](http://www.cmap.illinois.gov/about/careers).

Please refer to **Job Code (PA22019)**.

**Posting End Date**

This posting will close on March 8, 2019 at 5:00 p.m. CST. All applications must be completed and submitted within that timeframe.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.*