The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region’s Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you.

**Job Description**

The Finance department oversees all financial matters and contractual agreements, serving as the DVRPC’s central resource for the acquisition of goods, services, and equipment. This position will work on all administrative aspects of procurement and contracts, providing technical assistance and guidance as necessary, while maintaining a customer-service approach to problem-solving. This is interdependent work using knowledge of procurement and contracting concepts, terms, methodologies, and best practices, while operating within DVRPC’s established processes and procedures, and abiding by the applicable Federal, State, and Local rules and regulations that govern the work. The various tasks and responsibilities require high levels of attention to detail and organization during the multiple stages of these processes, as well as maintaining communication lines with DVRPC staff and external partners. Work is assigned, reviewed, and evaluated by the Manager, Office of Procurement and Contracts, while in process or upon completion for quality and adherence to established protocols.

**Responsibilities**

- Work collaboratively with project managers to identify needs and finalize scope of work, specifications, proposal submission requirements, and evaluation criteria for Request for Proposals (RFP) and Request for Qualifications (RFQ).
- Conduct RFP/RFQ processes using standardized templates and oversee applicable administrative requirements.
- Coordinate and moderate evaluation committee meetings and debrief meetings.
- Review proposal submissions and set up Shared Google Drives in preparation for evaluation committee meetings.
- Lead Request for Information (RFI) efforts by collecting information, clarifying needs, and identify potential vendors.
- Research, summarize, and recommend various cooperative contract opportunities.
- Manage contracts cycle and execute contract modifications as needed in the OpenGov e-Procurement platform.
- Maintain vendor relationships and monitor vendor performance by updating scorecard metrics and dashboard in OpenGov.
- Draft contracts and grant agreements utilizing standardized templates, set up electronic signatures and route contracts through DocuSign.
- Update and report on Disadvantaged Business Enterprise (DBE) requirements and contractor insurance requirements.
- Participate in strategic procurement planning and needs analysis.
- Make oral and written presentations on procurement and contracting matters.
- Assist with the periodic training of DVRPC staff and external partners on procurement and contract matters.
- Interact with key stakeholders in identifying needs and provide guidance throughout procurement and purchasing processes.
- Provide input on procurement policies and procedures, including periodic revisions and updates as needed.
- Prepare formal letters related to solicitations and contract matters.
- Perform related work as required.

**Qualifications**

- Thorough knowledge of contract and public procurement principles and procedures for informal and formal competitive solicitations, including those related to Request for Proposals (RFP) and Request for Qualifications (RFQ).
- Thorough knowledge of the principles and practices of contract preparation and administration.
- Proficient experience in procuring products and services and understanding of procurement best practices.
Effective written, oral communication, and time management skills.
Strong detailed-oriented capabilities, organizational, technical, analytical, and problem-solving skills.
Experience in research and writing.
Ability to organize and prioritize work, handle several projects at once, and work independently.
Proficient in Microsoft Word and Excel, Google Suite, and Adobe Acrobat skills.

Experience & Training
A minimum of five (5) years of experience in contracts or procurement; or an equivalent combination of experience and training as may be gained from a four-year college/university. CPPB or CPSM professional certification is preferred but not required. A Master’s degree can be substituted for one (1) year of experience.