



## AEPA Specification Writer and Bid Manager Specialist

Association of Educational Purchasing Agencies, Inc. (AEPA) is a multi-state non-profit organization made up of Educational Service Agencies / political subdivisions organized through a Memorandum of Understanding between all participating states. AEPA is a true “cooperative” that serves to leverage purchasing power to benefit all schools and agencies, regardless of size, with the ability to purchase at equal buying levels.

AEPA began in 2000 by purchasing professionals who had the goal of securing combined volume purchasing contracts based on potential sales by qualifying customers in participating states using:

- Combined expertise
- Existing vendor relationships
- Experience & overall vision

Today AEPA consists of 27 member states who craft bids competitively that are tailored to meet each States’ specific legal requirements. Awarded contracts are made available to all states and are facilitated by one cooperative member agency acting as the contract administrator. The administrator will help with any questions regarding the contract and provide any support documentation needed in order to purchase from the contract.

Bi-annual meetings are held with all member states in attendance. A significant portion of the agenda is dedicated to determining what commodities should be solicited. Each commodity group consists of a committee of three or four state members that develop the scope and create the solicitation. There is a vast amount of procurement knowledge and expertise within the AEPA membership however specifications sometimes requires a subject matter expert to assist in the development. As AEPA continues to grow there also is a need for assistance in managing the AEPA bid processes.

Historically AEPA has issued solicitations for approximately eight (8) bid categories each August to be awarded the following December. Currently there are eighteen (18) bid categories with twenty-eight (28) awarded Vendor Partners.

AEPA is seeking proposals from qualified individual(s)/firm(s) to assist in writing specifications for solicitations issued by the association and to manage the AEPA bid process. We invite individual(s)/firm(s) to submit proposals for services they could provide. AEPA reserves the right to award to more than one individual/firm.

### **Specification Writer**

The individual(s)/firm(s) for the Specification Writer shall be expected to spend up to 100 hours a year to perform the following functions:

- Coordinate with the AEPA Bid Coordinator and Bid Committee, Officers, Executive Committee, Category Committee Chair and Category Committee, Vendor Partners and Potential Vendor Partners, AEPA Bid Management Specialist and others as needed to carry out the prescribed duties.
- Support the mission, visions and goals of AEPA.
- Review current bid specifications for categories to that are to be re-bid.
- Meet with Bid Coordinator and Category Committee Chair(s) to gather information and requirements to develop scope of work for new categories.
- Perform market assessment if requested.
- Develop the specifications.
- Review specifications with appropriate committees.
- Deliver complete specifications for the solicitation.
- Assist in the evaluation of the solicitation responses to ensure specifications were met.

The individual(s)/firm(s) shall submit the following;

- Information including years in business/experience, names and qualifications of staff (resumes) if applicable and other clients that receive the same type of service.



## **Bid Manager Specialist**

The individual(s)/firm(s) for Bid Manager Specialist shall be expected to spend up to 500 hours a year and perform the following functions:

- Coordinate with the AEPA Bid Coordinator and Bid Committee, Officers, Executive Committee, Category Committee Chair and Category Committee, Vendor Partners and Potential Vendor Partners, AEPA Bid Specifications Developer and others as needed to carry out the prescribed duties.
- Support the mission, visions and goals of AEPA.
- Have an extensive knowledge of AEPA bid processes.
- Review current bid specifications for categories that are to be re-bid.
- Meet with appropriate committees to gather information and requirements to develop scope of work for new categories.
- Research/write/edit/update Vendor Questionnaire.
- Create/maintain standard evaluation forms.
- Request information from states/maintain Part C State Terms and Conditions
- Create/send advertisements to states.
- Collect all completed documentation for advertisements from each state.
- Survey for state participation, create table, and insert into the specifications of each bid solicitation.
- Upload and configure bid solicitations online.
- Publish the bid solicitations.
- Set up and host calls with potential vendors.
- Facilitate entire response to questions process from potential vendors for all bid solicitations.
- Monitor the Public Purchase site during the solicitation process.
- Work with the Executive Director to contact potential respondents during solicitations.
- Work with appropriate committees on any needed addendums to solicitation documents, write and post addendums.
- Host the bid opening and tabulate the bid responses.
- Publish bid tabulation, notify respondents of the results, notify AEPA members and insure that results are posted to Public Purchase as directed by the Bid Committee chair.
- Send each Category Committee all Responsible and Responsive Bid responses for their review.
- Notify in writing all recommended respondents as well as the Meeting Planning Committee chair.
- Notify in writing all non-recommended respondents with reasons for non-recommendation.
- Upload to the AEPA website the notification report, bid tabulation, recommendation forms and supporting documents.
- Continually monitor, evaluate and recommend revisions to the AEPA bid process.
- Maintain constant and consistent communication with the category committee chairs.
- As directed by the Bid Committee, create bid guidance documents.
- Continually monitor, edit and update bid evaluation documents.
- Complete other duties as directed by the AEPA Executive Director and AEPA President.

The individual(s)/firm(s) shall submit the following:

- Information including years in business/experience, names and qualifications of staff (resumes) if applicable and other clients that receive the same type of service.

Proposals shall be sent attention George Wilson, AEPA Executive Director via email at [georgewilson.aepa@outlook.com](mailto:georgewilson.aepa@outlook.com) or mail to 575 Witt Marsh Road, Gamaliel, KY 42410 and must be received by 3:00 p.m. (CST) on September 15, 2018. The position(s) shall begin January 1, 2019.



**Current Bid Categories**

Athletic Equipment and Supplies	LED Lighting
Athletic Lighting	Maintenance, Repair & Operation
Athletic Surfaces	Metal Detectors
Career and Technical Education	Office Supplies
Custodial Supplies	Roofing
Digital Copiers	School and Instructional Supplies
Digital Resources	Scoreboard & Marquis Signage
Facility Management Software	Sports/Health Catalog
Furniture	Technology