



Position Title: Association of Educational Purchasing Agencies Director of Solicitations

Overview: The Director of Solicitations is a critical role within the Association of Educational Purchasing Agencies (AEPA), responsible for the comprehensive oversight and management of the solicitation process. This includes strategizing, designing, and implementing solicitation initiatives in alignment with AEPA's objectives. The incumbent will work directly with the Solicitation Chair and Solicitation Committee, ensuring cohesion and consistency in AEPA branding throughout all solicitation activities. Additionally, this position collaborates closely with the Executive Director, Officers, and Executive Committee to uphold AEPA's mission, vision, and goals.

Key responsibilities include but are not limited to the following:

1. Solicitation Management:

- Lead the entire AEPA solicitation process, encompassing design, review, and execution.
- Work directly with the Executive Director and Chair of the Solicitation Committee, fostering collaboration and ensuring effective decision-making.
- Coordinate with internal stakeholders and external partners to maintain a unified AEPA branded process.
- Oversee the creation of technical specifications and pricing workbooks in collaboration with Category Committees and Vendor Partners.
- Manage the logistics of implementing solicitation categories, ensuring seamless execution.
- Monitor and evaluate the solicitation process and recommend revisions in the development of new solicitations (including review of AEPA General Terms and Conditions, Member Agency Terms and Conditions, solicitation forms, item specifications and general format).

2. Compliance and Best Practices:

- Stay abreast of federal regulations and industry best practices as they pertain to cooperative procurement.
- Ensure adherence to established standards and regulations throughout the solicitation process.

3. Documentation and Standardization:

- Develop and maintain standard forms, templates, and guidance documents related to solicitations.
- Manage solicitation documentation, including advertisements, evaluation forms, and vendor questionnaires.
- Establish detailed timelines for each solicitation cycle and provide necessary support materials.

4. Process Management:

- Review specifications for categories due for re-solicitation.
- Facilitate communication with Committees through conference calls and emails.
- Publish notices, tabulations, and other relevant information.
- Oversee the configuration, maintenance, and monitoring of the Online Solicitation Platform.
- Ensure timely provision of information to the AEPA website and collect required advertising affidavits.
- Host vendor calls and manage the solicitation response opening and tabulation process.
- Monitor and evaluate the solicitation process, initiating revisions and improvements as needed.

5. Notification and Communication:

- Publish tabulations and notify respondents of results.
- Inform AEPA members and post relevant information on the website.
- Notify recommended and non-recommended respondents accordingly.

6. Training and Development:

- Provide training to committee chairs, board members, and vendors on the solicitation process.
- Stay informed about cooperative purchasing practices, rules, and regulations.

Education Required:

- Bachelor's degree in Business Administration, Public Administration, or a related field or equivalent number of years' experience in procurement.

Education Preferred:

- Professional procurement certification
- Advanced degree in a relevant discipline.

Experience Required/Preferred:

- Minimum of 5 years of experience in procurement, preferably in the public sector or cooperative purchasing environment.
- Demonstrated experience in leading solicitation processes, including design, implementation, and evaluation.
- Proven record of accomplishment effectively managing teams and fostering collaboration among diverse stakeholders.
- Experience with online bidding platforms and procurement software is highly desirable.
- Familiarity with federal regulations and compliance standards in procurement.
- Strong project management skills with the ability to manage multiple priorities and meet deadlines effectively.
- Experience in delivering training in procurement, processes, best practices is an asset.

Other Requirements:

- Excellent communication and interpersonal skills.
- Strong analytical abilities with a keen eye for detail.
- Demonstrated flexibility and adaptability in a collaborative environment.
- Commitment to upholding AEPA's Mission, Vision and Goals.
- Perform other duties as assigned by the Executive Director of AEPA

Reporting Structure:

The Director of Solicitations reports directly to the AEPA Executive Director.

Full-Time Equivalent (FTE):

- This position is an at-will role and will be a salaried position, paid equally across 12 months. AEPA allows for 15 PTO days, 10 sick days, and the 11 national holidays. The employee will schedule those days with the Executive Director and submit a schedule.
- Flexibility in work hours may be required to accommodate the needs of the organization, including occasional evenings and weekends during peak periods, AEPA meetings, or special events.

Pay Range:

\$75,000 - \$105,000

Salary offer will depend on a variety of factors including experience, education, and other relevant factors. Candidate will also be reimbursed for reasonable technology expenses.

Benefits:

AEPA will pay a stipend of up to \$10,000 to employees needing health/other benefits. Proof of coverage will be required.

Location:

This is a fully remote position. The employee will be reimbursed for reasonable technology - internet, cell phone and office supply expenses - up to \$3,000 annually and must be accompanied by receipts.

Travel Requirements:

The employee will be required to attend the two board meetings annually and the two executive committee meetings annually, held at various locations throughout the country. AEPA will reimburse for reasonable airfare, hotel, transportation, and meals. Receipts must be submitted. Attendance at additional meetings may be requested.

How to apply:

Interested candidates are encouraged to submit a cover letter, resume, and references **no later than October 25, 2024** to:

George Wilson, Executive Director
georgewilson.aepa@outlook.com