

**Tennessee Department of Finance & Administration – Benefits Administration Division**  
**Procurement and Contracting Manager (Ex AA2)**  
Salary Range: \$3,700 - \$6,660 monthly

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The Division of Benefits Administration (BA) within the Department of Finance and Administration is responsible for the day-to-day management of the State Group Insurance Program. BA staff administers multiple insurance plans for employees, retirees and dependents of three separate groups -- state agencies and higher education institutions, local education agencies and local governments -- that cover nearly 300,000 individuals.

BA currently manages 23 contracts valued at over \$800 million. This position administers BA's procurement and contracting activities for a complex array of health care and supporting services. The position ensures that all procurements comply with applicable state law as described in Tennessee Code Annotated and the procurement rules and policies set forth by governing state agencies. The position manages all procurement events throughout the entire procurement life cycle from the review and approval of the contract through the award process and throughout the term of the contract. The position also manages contract compliance staff whose responsibility is to ensure ongoing vendor reporting and assessment compliance.

At the direction of the Assistant Commissioner the Manager of Procurement and Contracting:

- prioritizes organizational procurement needs;
- collaborates with senior level staff in internal and external stakeholder organizations to effectively procure services;
- represents BA and speaks in public settings regarding procurement matters;
- solves complex problems associated with procurement processes; and
- researches and recommends process changes to improve procurement efficiency and customer service.

**Primary Responsibilities:**

1. Executes all division procurement activities, using all available methods (RFI, RFP, Competitive Negotiation, amendments, extensions, etc.). Possesses and demonstrates strong knowledge in available state procurement methods and associated processes;
2. Presents procurement information to various groups including the state, local education and local government insurance committees and the General Assembly's Fiscal Review Committee;
3. Serves as the procurement coordinator including management of the vendor pre-proposal conference; acts as the sole vendor liaison during all procurements; facilitates clarifications between BA staff and vendors;
4. Responds to inquiries submitted as part of the procurement process and coordinates the receipt, review, and retention of proposals;
5. Secures required procurement approvals from internal and external entities such as HR, e-Health F & A Legal, OIR, Finance, Comptroller's office, and Central Procurement;
6. Conducts the financial scoring of all submitted cost proposals and/or coordinates with subject experts (i.e., actuarial or accounting firms) in the analysis of cost proposal submissions;
7. Trains and manages evaluation teams in the evaluation and scoring of proposals through award recommendation;

8. Prepares final drafts of contracts and contract amendments and assists in the negotiation of contract terms to contract signing;
9. Enters and maintains all contract documents in the Edison system;
10. Coordinates with BA finance staff on monitoring of contract maximum liability to ensure sufficient funding within contract terms;
11. Monitors and tracks the review of contract matters by appropriate state agencies. Leads resolution of issues as they arise;
12. Participates in discussions and trainings with the Central Procurement Office, the Comptroller's Office and the department's Legal Counsel concerning procurements, procurement practices, procurement documents and contracting provisions;
13. Manages compliance staff responsible for ensuring ongoing vendor reporting and assessment compliance;
14. Prepares contracting information subject to review by the Fiscal Review Committee and other legislative bodies which includes preparation of financial expenditures in conjunction with BA finance staff and the creation of all justification and formal exception requests associated with the presentation to the Fiscal Review Committee;
15. Collaborates with and advises peers in support of procurement and contracting activities;
16. Solves common problems associated with procurement activities, including data analysis and negotiations;
17. Utilizes problem solving skills to ensure the contract satisfies the needs of internal and external stakeholders; and
18. Receives and codes invoices for approval and processing.

### **Formal Education and Experience**

Graduation from an accredited college or university with a bachelor's degree and two years of professional level procurement experience. Relevant education or other experience may be substituted for procurement experience. State procurement experience and PeopleSoft experience desirable.

### **Competencies:**

1. Integrity and Trust
2. Functional/Technical Competency
3. Organizing
4. Planning
5. Process Management
6. Time Management
7. Written Communications
8. Problem
9. Comfort Around Higher Management
10. Presentation Skills

### **Knowledge, Skills & Abilities:**

1. Law and Government
2. Critical Thinking
3. Speaking
4. Coordination
5. Instructing
6. Negotiation

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