



Code: 1569

Family: Procurement

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Purchasing and Supply

CLASS TITLE: PROCUREMENT PROPOSAL COORDINATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, the class is responsible for coordinating the Request for Proposal (RFP) delegate agency procurement process in a City operating department, and performs related duties as required

ESSENTIAL DUTIES

- Acts as the central point of contact on department RFPs and coordinates the work of staff engaged in the preparation of proposals
- Develops project plans to track and outline all phases of proposal development and submissions
- Collaborates with and provides guidance to department subject-matter-experts to ensure compliance with procurement processes and requirements
- Monitors the development of proposal content to ensure adherence with RFP requirements, evaluation criteria, and technical requirements
- Reviews RFP's for conciseness, completeness and compliance with procurement standards and requirements
- Facilitates kickoff, pre- and post-proposal conferences/meetings with delegate agencies and City stakeholders
- Coordinates the preparation and posting of RFP addendums with City stakeholders to notify prospective delegate agencies of all changes
- Acts as a liaison with department and city stakeholders (e.g., Office of Budget and Management, Law Department, Finance Department, etc.) to expedite and troubleshoot contract related issues
- Updates proposal entries and addendums into the eProcurement system in a timely manner
- Prepares detailed status and ad hoc reports and matrices relative to the RFP phase of the delegate agency contracting process
- Maintains a library catalog of templates, components and content for future use in the development of proposals

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Six (6) years of work experience in procurement, contract administration and/or development, **OR**
- Graduation from an accredited college with an Associate's degree, plus four (4) years of work experience in procurement, contract administration and/or development, **OR**
- Graduation from an accredited college or university with a Bachelor's degree, plus two (2) years of work experience in procurement, contract administration and/or development, **OR**

- Graduation from an accredited college or university with a Master's degree or higher, plus one (1) year of work experience in procurement, contract administration and/or development

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, tablet)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *procurement guidelines, regulations and processes
- *contract administration methods, processes and procedures
- *contract proposal coordination methods, processes and procedures
- delegate agency contract processes
- *customer service techniques
- *applicable computer software packages and applications (e.g., Excel, Microsoft Suite, Outlook)
- * project management techniques to develop timelines, address risk considerations and communicate the RFP workflow status to internal and external stakeholders

Some knowledge of:

- applicable departmental programs and services

Knowledge of applicable City and departmental policies, procedures, rules and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE ENGAGEMENT - Give full attention to what other people are communicating, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS- Adjust actions in relation to others' actions

Abilities

- *COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

- *SPEAK - Communicate information and ideas in speaking so others will understand
- *COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- *WRITE- Communicate information and ideas in writing so others will understand
- *REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- *REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- *ORGANIZE INFORMATION – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2023; April, 2025