



**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**

- 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 an equivalent combination of education, training and experience.

#### **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 LISTENING - Give full attention to what other people are saying, 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

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- \*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
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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.

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City of Chicago  
Department of Human Resources  
October, 2023