

Superior Equipment and Supply



Job title: Bid and Contract Specialist

Work Location: 4550 South Brust Avenue, Milwaukee, Wisconsin 53538

Division/Department: Contract Sales

Reports to: Vice President Contract Sales

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

This position has direct responsibility and accountability for identifying bid and contract opportunities for foodservice equipment, preparing and submitting bids and proposals, and following up on the status of awards. This position reports to the Vice President of Contract Sales, and works closely with the Government Sales Specialist and Vice President of Sales.

The Bid and Contract Specialist is responsible for performing the full range of bid and contract functions for a portfolio of projects and sales contracts of diverse types; including, Federal, State, and Local customers, GSA contract customers, General Contractors, and national account agreements, among others. Performs the analysis of request for quote (RFQ) and request for proposal (RFP) requirements communicating deadlines, and terms and conditions to ensure compliance with appropriate laws, regulations, and company policies and business procedures. Prepares and submits responses to RFQs and RFPs ensuring accurate and timely completion of formal bid process and delivery of bid documents before bid opening date. Disseminates written information regarding pipeline, bid status, and contract status on a regular basis.

- Perform related duties as assigned by manager.
- Maintain compliance with all company policies and procedures.
- Daily monitoring and identification of bid opportunities.
- Enter opportunities into the ACT! database; resulting in pipeline tracking, wins / losses, customer types, customer contact information, among other key metrics.
- Following selection of opportunities to pursue, develop a clear proposal management plan to establish and communicate development approach and schedule. Coordinate the preparation and submission of bids and proposals in accordance with company and department policies and procedures. Work closely with the Vice President of Sales and Government Sales Specialist to develop competitive price proposals.
- Develop, maintain, and keep current all bid and contract documentation in a concise, organized manner both electronically and hard copy, as appropriate.
- Track and follow-up on submissions. Request debriefs, as appropriate.
- Upon receipt of award notification, perform contract review and compare notification to original bid / proposal.
- Assist in all aspects of tracking project and contract performance.
- Maintain contract records and files documenting project and contract performance and compliance with negotiated terms and conditions.
- Review, advise, and recommend improvements to processes, procedures, metrics, policies, etc., and implement as approved.
- Assist in new business pursuit and associated bid and contract strategy.

Education and/or Work Experience Requirements:

- College degree in Business or related field.
- Minimum of two years of contract administration and contract management experience.
- Working knowledge of GSA Multiple Award Schedules is a plus.
- Mature judgment, team mentality, decision making skills, pro-active involvement in department's strategic initiatives, and problem resolution are highly desired.
- Ability to take direction, and strong desire to learn. Strong desire to succeed.
- Proven desire to be held accountable and responsible while embracing ownership.
- Strong attention to detail and accuracy; accomplishes tasks through a concern for all areas involved, no matter how small.
- Strong, effective organizational and time management skills.
- Ability to manage multiple priorities within expected timelines while effectively managing competing priorities. Demonstrated experience excelling while working under pressure.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and strong commitment to

exemplary customer service.

- Proven success in forging relationships with internal and external customers.
- Responsive.
- Desire to continually improve systems and processes to increase efficiencies without disrupting day-to-day operations.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Shows initiative, a positive, can-do attitude, and original and independent thinking.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Willingness to seek assistance and/or ask questions to ensure complete understanding of what is needed to complete any activity correctly and on time.
- Computer proficiency (MS Office – Word, Excel and Outlook). ACT! and Counterpointe experience is a plus.
- Ability to travel for professional training, meeting with customers, and project site visits as approved by manager.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards.
- Ability to perform extensive computer activities.
- Ability to regularly sit and talk or hear. Ability to speak clearly on the telephone.

Print Employee Name:

Employee signature:

Date: