Strategic Sourcing Manager: Information Technology Category

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<th>Position Number</th>
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<td>Department:</td>
<td>Strategic Procurement Services</td>
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<td>Campus:</td>
<td>SWS</td>
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<td>Date of Issue:</td>
<td>August 2013</td>
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I. Primary Purpose of Position

The Strategic Sourcing Manager reports directly to the Strategic Sourcing Director and is responsible for managing Sourcing activities for the Information Technology (IT) category of goods and services in compliance with public competitive bid guidelines. The IT category encompasses approximate $25 million in addressable annual spend.

Specific responsibilities may include:
- identifying IT category Sourcing initiatives through historical spend data analysis, IT industry opportunities, and campus and Information Technology Services (ITS) requests;
- collaborating with subject matter experts from various University campuses and ITS to develop IT category Sourcing requirements and supplier evaluation criteria;
- facilitating the procurement process including Request for Proposals (RFPs) for IT goods and services in compliance with State and University procurement guidelines;
- managing the contracting process with providers of IT goods and services; and
- providing on-going oversight of key IT supplier relationships.

Success in this position involves facilitating collaborative stakeholder relationships; developing and maintaining subject matter expertise in the IT Category; executing and managing competitive enterprise-wide IT contracts and supplier relationships; and meeting or exceeding annual Sourcing goals and savings targets for the IT category.

II. Essential Duties

1. Implements Strategic Sourcing Methodology and Process for Assigned Category
   - Executes category sourcing initiatives following the prescribed framework for conducting Strategic Sourcing activities.
   - Calculates base-line spend and savings for category Sourcing initiatives.
   - Communicates, educates and obtains support for Strategic Sourcing methodology and process from key stakeholders throughout the University system.
   - Insures that Strategic Sourcing activity for assigned category complies with all appropriate State and University mandates and guidelines for a competitive public procurement process.
2. Engages and Collaborates with University System Subject-matter-experts
   - Facilitates collaboration with multi-campus advisory group(s), ITS and the Chief Information Officer (CIO) for the IT category for developing requirements, evaluating competitive bid proposals, selecting vendors and suppliers, and understanding category developments and opportunities.
   - Establishes communication mechanisms, in collaboration with Procurement Services, for keeping key stakeholder groups informed and engaged in Strategic Sourcing activity for the assigned Sourcing category.

3. Identifies Strategic Sourcing Opportunities
   - Works with Strategic Procurement staff to document category historic spend and the total cost of ownership (TCO) for key category products and services and to identify opportunities within assigned Sourcing category.
   - Works with multi-campus based category advisory groups to understand demand, supplier trends and user requirements for potential Sourcing opportunities within assigned Sourcing category.
   - Develops a multi-year sourcing project portfolio for assigned category with estimated costs and potential savings based on identified opportunities, expected demand, and contract renewal timing.

4. Manages Strategic Sourcing Initiatives
   - Oversees Sourcing initiatives to ensure that goods and services are obtained at the lowest cost consistent with University requirements for quality, performance, service and availability.
   - Promotes and maintains a public competitive procurement practice in compliance with all State, legislative, and University mandates and guidelines.
   - Engages multi-campus based category advisory groups in drafting requirements and evaluating bid responses as appropriate.
   - Meets or exceeds established performance goals for category expense savings and customer satisfaction.
   - Executes non-category Sourcing initiatives as required and assigned by Strategic Sourcing Director.

5. Manages Contracts and Key Supplier Relationships
   - Facilitates contract execution with key category suppliers to ensure that required terms and conditions are included and that contract termination dates are tracked and managed.
   - Manages key category supplier relationships including monitoring and measuring performance relative to contract terms and conditions, service level agreements (SLAs), and key performance indicators (KPIs).

III. Nonessential Duties

   1. Identifies continuous improvement opportunities throughout the Procurement function.
2. Executes other projects requiring self-direction, analysis, and interpretation as assigned by the Strategic Sourcing Director.

IV. Supervisory Responsibilities
None

V. Reporting Relationship
Reports to the Strategic Sourcing Director.

VI. Knowledge, Skills and Abilities

Required:

1. Extensive experience running a competitive procurement process with multiple bidders for contracts with annual spending of $50,000 or more.
2. Experience facilitating contract process and managing supplier relationships.
3. Experience procuring goods and services within the IT Category such as desktop computing hardware and software, enterprise software licensing, software as a service (SAAS), enterprise database management software and related hardware, telecommunications software and hardware, and/or IT infrastructure maintenance services.
4. Ability to formulate effective sourcing strategies that accomplish performance and savings goals, anticipate potential threats or opportunities, and are consistent with department goals and policies.
5. Ability to make clear and convincing oral presentations to individuals or groups and facilitates an open exchange of ideas.
6. Ability to persuade and gain cooperation from others to obtain information and accomplish goals.
7. Ability to manage and prioritize multiple responsibilities.

Preferred:

1. Experience running a competitive procurement process in a non-profit and/or higher education organization of equivalent complexity as the University Maine System.
2. Experience executing initiatives following a structured Strategic Sourcing methodology and framework.
3. Experience conducting procurement related financial analysis including historical spend research, Sourcing savings estimates, return on investment calculations, and total cost of ownership projections.
4. Proficiency with Microsoft Applications: PowerPoint, Project.
5. Proficiency with ERP and eProcurement systems.
VII. **Qualifications**

*Required:*

1. Bachelors degree or equivalent experience.
2. 1-3 years experience leading public or private sector procurement initiatives.
3. Demonstrated project management experience.

*Preferred:*

1. Masters degree in business administration or other applicable area of study.
2. 2-3 years experience leading a public or private sector Strategic Sourcing category based initiatives in an institution with comparable to the complexity of University of Maine Systems.
3. Professional Certification (e.g., C.P.M., C.P.S.M.).

**Note:** System-wide Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

**Signatures**

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee ________________________________ Date ________________

Immediate Supervisor __________________________ Date ________________