

7/29/2022

Illinois Power Agency
Seeks Senior Contract Manager

Position Overview

The Illinois Power Agency is responsible for the implementation of the Illinois Renewable Portfolio Standard and for managing electricity procurements for residential and small commercial utility customers who have not switched to alternative suppliers. Many of the Agency's key programmatic and procurement activities are conducted by third-party consultants and this position is intended to improve the Agency's acquisition and management of those consultants.

This new position will centralize and oversee the contracting functions of the Agency, which have expanded in accordance with Public Act 102-0662 (the Climate and Equitable Jobs Act) which in part promotes the development of renewable energy resources. The ideal candidate will have experience with government procurement processes (Illinois state government experience preferred), contract and consultant management oversight, and administration.

The Senior Contract Manager will report to the Agency Director and will provide management of Agency procurement operations. The Senior Contract Manager will serve as Agency Purchasing Officer and oversee procurement-related activities including but not limited to for the issuing of Request for Qualifications/Request for Proposals, planning and preparation, solicitation administration and evaluation, coordination with the State Procurement Officer, and solicitation outcome (e.g., contract award, preparation, etc.). The Senior Contract Manager will also provide ongoing oversight for contract management including preparation and review of Task Orders authorizing work, and review of invoices from Agency contractors.

For more information on the Illinois Power Agency, please see: ipa.illinois.gov.

Key duties include:

- Serves as lead for developing Request for Qualifications/Request for Proposals for the procurement of consulting services to support and/or administer Agency programs and activities.
 - Coordinate with internal subject matter experts on scope of RFQ/RFPs, and leads/manages document drafting and preparation
 - Manages all matters pertaining to Agency procurement solicitations and resulting outcomes/contracts in accordance with applicable state laws, regulations, and administrative procedures
 - Serves as Solicitation Contact with offerors
 - Manages RFQ/RFP review team and scoring process
 - Oversees contract negotiations with selected offerors
- Serves as Agency Procurement Officer
 - Coordinates with Agency SPO on all procurement related matters
 - Manage and maintain relationships with external vendors and subcontractors
- Manages ongoing contract administration
 - Enter, manage, and maintain Agency procurement solicitations and/or corresponding contract administration information and documentation
 - Develops and monitors renewal of Memorandums of Understanding with consultants
 - Oversees Task Order development and ongoing compliance

7/29/2022

- Works with internal subject matter experts on scope of Task Orders that authorize the work of consultants, including budgets, deliverables, and timelines
- Coordinates with the Agency Diversity, Equity, and Inclusion Manager on Business Enterprise Program compliance
- Collaborate with Agency energy procurement and renewable energy program staff leads on overseeing the process for evaluating external consultant deliverables, conducting file reviews, coordinating with the finance department on financial monitoring, reviewing project-level data to ensure the timely achievement of solicitation milestones and deliverables and identifying opportunities for improvement, while mitigating risk in the procurement process
- Supervises Contract Manager to ensure accuracy, transparency, and timely submission of contract documentation and invoices for internal review and approval or payment

Required Education, Skills, and Experience:

- Bachelor's Degree in Public Policy, Business Administration, or related field of study required
- Minimum 5 years of progressive experience in government procurement or contract administration position required (State of Illinois government experience preferred)
- Demonstrated knowledge and expertise using the State of Illinois Bid Buy procurement system, or similar technology platforms
- Proven ability to support and develop professional staff
- Strong organizational skills and project management skills
- Excellent verbal and written communication skills, with a focus on collaboration and teamwork
- Demonstrated knowledge of Microsoft Office 365 Suite and Internet applications
- Ability to handle multiple priorities in an evolving, dynamic business environment

Preferred Education, Skills, and Experience:

- Advanced degree from an accredited university in business, finance, or related field
- Experience working with SAP or similar accounting software
- Working knowledge of the functions and inter-relationships between branches of state government, legislature, and other state entities

Work Hours:

Monday – Friday, 37.5 hours between 9:00am – 5:00pm. Flexible work schedule available.

Work Location:

Remote, with the opportunity to work in the Agency offices located at 105 W Madison Street, Suite 1401, Chicago, IL 60602

This is a merit compensation position. Salary commensurate with qualifications and experience.

To apply, please submit a cover letter that describes your interest in and qualifications for the position, resume, and three professional references along with your online application.

Applications without a cover letter describing the applicant's relevant experience and why the applicant would be a strong candidate for this position will not be reviewed for consideration.

No phone calls please.

7/29/2022

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

The Senior Contract Manager is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.