Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Procurement Specialist Series

Classes in the Series

Class Code	Class Title
00210	Procurement Specialist 1
00211	Procurement Specialist 2
00212	Procurement Specialist 3
00213	Procurement Specialist 4
00214	Procurement Specialist 5

Series Concept

This series includes positions that write product specifications, conduct formal and informal solicitations, purchase goods and services, engage in reverse auctions, contract management, and purchase from a targeted small business for state agencies. The following definitions are applicable to these job functions.

- **Contract For Service** – an agreement calling for a contractor's time and effort, rather than for a product.
- **Contract Management** – means having the responsibility to ensure that a contractor performs satisfactorily its obligations, on time, and within budget, as a condition to contract continuation and invoice payment.
- **Formal Solicitation** – requires that a competitive process is authorized by law and results in the procurement of goods or services. Process includes developing a written Request For Proposal (RFP) or a Request For Bid (RFB), publication of the solicitation, answering vendors written questions, developing formal criteria to evaluate and rate the responses, documenting, evaluating, and tabulating responses, making the response available for public inspection, awarding the solicitation, and development of a written contract signed by the legal parties.
- **Informal Solicitation** – a competitive process for supplies or services that is usually conducted by letter, telephone, fax, email, or other means and does not require a sealed bid, public opening, or public reading of bid. The administrative rules define "informal competition" as a streamlined competitive selection process in which a department or agency makes an effort to contact at least three prospective vendors identified by the department or agency as qualified to perform the work described in the scope of work to request bids or proposals for the delivery of the goods or services the department or agency is seeking.
- **Reverse Auction** – an electronic process that occurs when an agency posts the highest acceptable bid and suppliers try to underbid other suppliers.
- **Targeted Small Businesses** – vendors certified by the Iowa Economic Development Authority that agencies can use for purchases up to $25,000, without use of bidding procedures.
- **Master Contract** – The Iowa Administrative Rules defines master agreements and contracts as *"*a contract arrived at competitively that establishes prices, terms, and conditions for the purchase of goods and services in common use. Agencies may purchase from a master agreement without further competition. These contracts may involve the needs of one or more

state agencies. Master agreements for a particular item or class of items may be awarded to a single vendor or multiple vendors**.**"

Exclusions

The following positions are excluded from this series:

1. Positions that process clerical work of a semi-technical nature involving a purchasing operation should be classified as Purchasing Assistants.
2. Positions with a primary responsibility for performing inventory receipt maintenance and disbursement functions should be classified in the Storekeeper Series.
3. Positions with a primary responsibility for reconciling and approving payment vouchers for department or institution expenditures and maintaining financial records.
4. Positions that have a primary responsibility for performing administrative support duties, including general clerical and typing, should be classified in the Administrative Support Assistant Series.
5. Positions with a primary responsibility for supervising and managing the general business and financial operations of a state department or institution should be classified in the Public Service Leader Series.

Class Distinctions

Procurement Specialist 1

Positions in this class spend a majority of time acquiring standardized, expendable, and non-expendable items from suppliers valued at $15,000 or less for their agency or institution. The primary focus of the work is on processing delivery orders against established state purchasing master contracts. Incumbents may request informal quotes via telephone or in writing, but most of the informal solicitations conducted at this level do not require a closing date for quote submission. Decisions are subject to supervisory approval.

This class is distinguished from the Procurement Specialist 2 by the limited complexity of solicitations, which are often conducted by phone and do not have a timeline for quote submission. Most incumbents at this level will not have completed formal training in public procurement, such as courses from the Institute for Public Procurement (NIGP).

Procurement Specialist 2

Positions in this class conduct informal solicitations for a variety of standardized, expendable, and non-expendable items valued at $50,000 or less. The majority of informal solicitations are conducted via electronic or written communication and include a timeline and a deadline for vendor submissions. Incumbents manage service contract solicitation process for an agency or institution, including selecting vendors for solicitation, evaluating responses, making recommendations for award, and awarding contracts. Incumbents have been certified by DAS as having completed required training in public procurement, such as courses conducted by the Institute for Public Procurement (NIGP). Two courses that most will have completed are Introduction to Public Procurement and Legal Aspects. This class is distinguished from the Procurement Specialist 3 by its focus on informal solicitations and the absence of the sealed solicitation process.

Procurement Specialist 3

Positions in this class spend a majority of time conducting formal solicitation processes for a variety of goods and services, with a focus on high-dollar and complex procurements. Incumbents perform market analyses to determine market conditions and pricing benchmarks, develop standardized specifications, and prepare solicitations. They evaluate supplier offerings and approve or recommend contract awards based on the best combination of cost and value. A significant portion of time is spent making final decisions on procurement methods, contract and purchase order terms and conditions, vendor selection, and pricing. At this level, incumbents investigate new products, suppliers, and procurement strategies. They promote master contracts to political subdivisions, and engage with targeted small businesses and the vendor community. Supervision received is limited, and while decisions may be subject to supervisory approval, positions in this class operate with a high level of independence.

This class is distinguished from the Procurement Specialist 4 by its focus on formal solicitations rather than vendor contract full lifecycle management.

Procurement Specialist 4

Positions in this class oversee procurement and vendor contract management activities within a division, bureau, or agency, managing the full procurement lifecycle (including procurement strategy, solicitation development, vendor evaluation, contract award, and ongoing vendor oversight) for their designated area of responsibility. Incumbents ensure compliance with policies, regulations, and contractual requirements; resolve complex procurement and performance issues; and collaborate with internal staff, other subject-matter experts, and vendors to meet organizational needs.

A significant portion of time is spent conducting complex or high-risk procurements and managing the post-award contract lifecycle. This includes monitoring performance, tracking compliance, initiating corrective actions when necessary, and preparing reports for agency leadership or external stakeholders. Incumbents may serve as subject matter experts in specialized procurement areas such as information technology, providing technical guidance to program staff and contributing to strategic procurement planning and process improvement efforts within their agency.

Within the Department of Administrative Services, positions in this class perform this work impacting multiple agencies or the entire executive branch.

While positions in this class may influence procurement practices and assist with solicitations that impact multiple programs or agencies, positions at this level do not exercise enterprise authority or lead centralized procurement policy development. They are accountable for the strategic direction and operational integrity of procurement and vendor contract management activities within their organizational scope. Supervision received is minimal, with decisions made independently but subject to review.

This class is distinguished from the Procurement Specialist 5 by its division- or department-specific scope and the absence of enterprise-wide, executive branch leadership responsibilities and involvement with the highest risk, highest value procurements at enterprise scale.

Procurement Specialist 5

Use of this class is limited to the Department of Administrative Services due to its statutory responsibility for centralized procurement, including the development and oversight of enterprise-wide contracts, policy, and compliance.

Positions in this class oversee procurement and vendor contract management activities that impact multiple agencies or the entire executive branch. At this level, incumbents are responsible for the

development, negotiation, and lifecycle management of statewide master contracts and common-use contracts that serve multiple agencies or the executive branch. They manage executive branch procurement processes, ensuring compliance with state laws, regulations, and organizational policies. Incumbents in this class spend a majority of their time facilitating the most complex, highest-value, and highest-risk solicitations, developing procurement strategies, and negotiating contracts with vendors to achieve the best value for the executive branch.

Positions in this class may lead lower-level procurement specialists and act as a central resource for agency procurement staff, providing guidance, mentoring, and training to ensure consistency and compliance across all agencies. They assist central procurement leadership in the development of procurement policies, procedures, and strategies and participate in continuous improvement initiatives to enhance statewide procurement operations. Incumbents review contract compliance reports, resolve findings, and collaborate with stakeholders, including political subdivisions and targeted small businesses, to achieve procurement goals. Supervision received is minimal, and positions operate with significant authority and independence.

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