



Kiamichi Technology Centers

District BID Assistance Coordinator

This position reports to the deputy superintendent and is assigned responsibilities involved in working with the Oklahoma Bid Assistance Network (OBAN) and assisting small business owners and employers in finding qualified bidding opportunities from various governmental entities. The District BID Coordinator will strive to be an active participant in educational and professional growth, to the welfare of the school system and to be public, civic, and professionally affiliated.

DUTIES & RESPONSIBILITIES:

Duties & responsibilities are not all inclusive but may include the following:

- Assist and train employers in the process of qualifying themselves for and responding appropriately to bidding opportunities to include requesting and submitting bid packages.
- Train businesses on the methods, procedures, and resources required to conduct contracting with Federal, State, and local governments.
- Maintain a current understanding of all procedures and qualifications required of a client for bidding on and carrying out a specific contract.
- Maintain a current understanding of methods for developing sub-contracting opportunities for companies that would not normally qualify as prime governmental contractors.
- Provide clients pre-award and post award assistance.
- Market the Bid Assistance services, especially when contracts have been received through the help of the bid assistance program.
- Make personal calls or direct contact with businesses and speak, when possible, to local civic and social organizations, to inform them of the assistance and services available from OBAN.
- Conduct “contracting associated” training courses on campus or at business sites in-groups or one-on-one.
- Attend training and in-service programs. Stay current on latest regulations, policies, and procedures concerning Procurement Technical Assistance and related services.
- Maintain client and other activity records to include monthly reporting to the *ODCTE* and monthly activity reports to be distributed to the superintendent and deputy superintendent.
- Be an effective part of the OBAN team. Work cooperatively with all members in a professional manner.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents should possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations and the ability to effectively present information and respond to questions from district staff, clients and the general public. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

Education and Experience: Minimum requirements consist of a bachelor degree and the ability to successfully complete and maintain Business and Industry Certification Program (BISCP).

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.