

## Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



**Solicitation and Contracts Senior Technical Specialist**  
Procurement and Contracts Division – Strategic Services Section  
Nashville, TN  
\$75,204 annually

### **Job Overview**

The Solicitation and Contracts Senior Technical Specialist will provide support to Procurement and Contracts Division (PCD) team members and Department stakeholders by ensuring solicitations and contracts are planned and executed in alignment with the Department's procurement strategies, scope, schedule, and budget. This position will assist in the development, facilitation, and administration of non-Brooks Act solicitations and contracts, including Requests for Proposals (RFPs), Invitations to Bid (ITBs), and Requests for Information (RFIs). This role requires a high degree of collaboration and responsiveness across TDOT Divisions, Regions, and external partners and includes liaison duties with the Central Procurement Office (CPO) and the Comptroller of the Treasury (COT). This position reports to the Solicitation and Contracts Team Lead.

This position will ensure compliance with the Procurement and Contracts Division's Quality Assurance Program, maintain procurement documentation, ensure compliance with applicable procurement policies and regulations, and assist with contract execution and Fiscal Review Committee (FRC) submission. The Solicitation and Contracts Senior Technical Specialist will operate independently and within a team environment to advance strategic procurement objectives and support the delivery of the Department's Work Program.

### **Essential Job Responsibilities**

Support TDOT Divisions in managing the full lifecycle of non-Brooks Act solicitations and contracts. Assist in the development of solicitation documents and supporting materials; facilitate evaluation processes; coordinate contract execution; and ensure that contract administration activities are carried out in accordance with established policies and procedures.

Coordinate and manage contract amendments and renewals, ensuring timely execution, accurate documentation, and compliance with procurement requirements. Monitor contracts for spend thresholds and expiration dates, provide regular status updates to stakeholders, and generate reports to support contract oversight. Support Fiscal Review Committee (FRC) submission processes and assist in resolving contract performance issues. Prepare and route associated documents through appropriate internal and external approval workflows.

Facilitate procurement planning discussions with divisions to ensure alignment on schedules, identify resourcing needs, and prevent lapses in active agreements. Maintain tracking systems and dashboards that promote visibility into solicitation and contract statuses.

Serve as a liaison between TDOT and the Central Procurement Office and the Comptroller of the Treasury. Provide support and guidance related to procurement method selection, ensure documentation meets review standards, and coordinate communications for high-value or complex solicitations.

Assist with ensuring compliance with the Procurement and Contracts Division's Quality Assurance Program. Ensure work products are complete, compliant, and auditable. Participate in identifying opportunities for process enhancements and risk mitigation.

Provide exceptional customer service to internal and external stakeholders by offering technical guidance, mentoring, and clear communication throughout the solicitation and contract lifecycle. Demonstrate active listening, deliver timely and accurate responses, and maintain thorough documentation. Foster strategic partnerships with TDOT Divisions, Regions, and external agencies to promote accountability, consistency, and collaboration in advancing the Department's procurement goals statewide.

Assist with providing technical guidance grounded in procurement regulations, scope and solicitation development, risk mitigation strategies, contract lifecycle management, and evolving best practices in public procurement. As a subject matter expert, assist with developing and presenting materials at industry conferences to enhance team effectiveness, strengthen statewide understanding of procurement processes, encourage innovation, and build competencies essential to successful solicitation and contract execution.

Remain current on emerging trends, industry best practices, and applicable state procurement regulations. Participate in training opportunities, peer exchanges, and professional development activities that support the advancement of TDOT's procurement program.

### **Qualifications**

- Bachelor's Degree
- 3 years of demonstrated competency in procurement, contract management, or a related field

### **OR**

- Master's Degree
- 2 years of demonstrated competency in procurement, contract management, or a related field

### **Ideal Candidate**

The Solicitation and Contracts Senior Technical Specialist is a detail-oriented and dependable professional who takes pride in getting the little things right—because in procurement, the details matter. They bring expertise in solicitation and scope development, along with a collaborative, can-do attitude that supports teams and streamlines processes. With a strong sense of accountability, a knack for untangling complex issues, and a customer-focused mindset, they help ensure TDOT's procurement activities are timely, compliant, and effective.