

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. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Solicitation and Contracts Technical Specialist

Procurement and Contracts Division – Strategic Services Section

\$61,812 - \$70,680 annually

Job Overview

The Solicitation and Contracts Technical Specialist will support the Procurement and Contracts Division (PCD) through the development and execution of procurement strategies that align with TDOT's operational needs and performance goals. This position is responsible for collaborating with internal stakeholders, including Project Teams, TDOT Divisions, Regions, and external stakeholders, to facilitate the timely and compliant delivery of procurement activities under the authority of the State Central Procurement Office and other procurement activities as requested by TDOT Leadership. This position reports to the Solicitation/Contract Team Lead.

This position will assist with procurement needs and documentation into actionable solicitation and contract deliverables that support the delivery of the Department's Work Program. The Solicitation and Contracts Technical Specialist has a working knowledge of procurement processes, contract documentation, solicitation and contract lifecycle management and the application of this information to support effective planning, execution, and monitoring of contract activities.

The Solicitation and Contracts Technical Specialist will ensure compliance with the Procurement and Contracts Quality Assurance Program and ensure consistency in procurement documentation and procedures. This position must effectively articulate data and technical concepts through training, mentoring, and collaborating as part of a matrix organization.

Essential Job duties of Technical Specialist I, II, and III include:

Implement TDOT's procurement documentation standards and procedures, document retention schedules, and contract file organization requirements. Ensure compliance with state procurement policy, PCD Standard Operating Procedures (SOPs), and established documentation practices.

Assist in the preparation and coordination of solicitation types outlined in the Central Procurement Office (CPO) Manual by formatting documents, verifying accuracy, compiling required attachments and ensuring timely routing. Monitor the procurement team email inbox to identify new requests, provide responses, and route communications appropriately. Track contract lifecycle milestones, including initiation, execution, amendments, and expiration dates, to support timely and compliant contract actions.

Remain current on emerging trends, industry best practices, procurement systems and applicable state procurement regulations.

Support contract lifecycle activities including the drafting of amendments, renewals, and modifications. Track key dates, maintain supporting documentation, and help ensure contract files meet compliance and retention standards. Track key dates, maintain supporting documentation, and help ensure contract files meet compliance and retention standards.

Coordinate the routing of solicitation and contract documents through internal approval workflows. Ensure that documentation is properly labeled, versioned, and submitted in accordance with SOPs and procurement policy. Assist with document reviews and quality assurance activities by helping validate completeness and accuracy. Utilize procurement systems and document management tools to monitor contract status, support tracking of key deliverables, and maintain organized, audit-ready files. Assist with file audits and updates to templates, stakeholder resources, and checklists as directed.

Provide exceptional customer service to both external and internal stakeholders by serving as a point of contact for routine procurement-related questions. Facilitate the organization, accessibility, and accuracy of procurement documentation and tools. Deliver clear, courteous, and timely responses, practice active listening, and escalate complex issues when appropriate. Support collaborative resolution of documentation and process challenges through professional and effective communication.

Additional Job duties for the Technical Specialist II and III include:

Implement TDOT's procurement documentation standards, contract file organization practices, and document retention schedules in compliance with PCD SOPs, state procurement policy, and applicable regulations. Format, compile, and validate procurement materials, including Requests for Proposals (RFPs), Invitations to Bid (ITBs), and Requests for Information (RFIs), to ensure consistency, accuracy, and compliance across all documentation.

Support contract actions by executing amendments, renewals, and modifications with limited oversight. Track contract milestones and maintain accurate documentation to ensure audit readiness and policy compliance. Coordinate the routing of procurement documents through internal workflows, assist in quality assurance reviews, and contribute to updates of procurement templates, checklists, workflows, and file audits, as requested. Assist the Senior Technical Specialist and Solicitation/Contract Team Lead with the preparation Fiscal Review Committee (FRC) documentation.

Serve as a point of contact for more complex routine procurement-related inquiries and provide exceptional customer service to internal and external stakeholders. Facilitate the organization, accessibility, and clarity of procurement documentation and tools. Deliver timely, courteous, and accurate responses, practice active listening, and escalate complex issues as needed to support collaborative resolution of process and documentation challenges.

Maintain timely collection and accurate logging of contractor attestations and certificates of insurance for all active contracts, ensuring compliance with required submission intervals.

Additional Job Duties for the Technical Specialist III include:

Independently assess the preparation and coordination of assigned solicitations and contract actions, ensuring accuracy, timeliness, and compliance. Collaborate directly with internal stakeholders to resolve issues, navigate routing workflows, and support the successful execution of procurement activities, including high-value or complex

contracts.

Conduct detailed reviews of solicitation and contract documentation to verify alignment with procurement regulations, Department policies, and audit requirements. Recommend process improvements based on observed gaps or inconsistencies. Contribute to the development and refinement of procurement templates, checklists, and SOPs in coordination with the Team Lead or Senior Technical Specialist.

Serve as a resource for interpreting procurement policy, troubleshooting contract processing issues, and resolving documentation errors. Support communication with oversight agencies such as the CPO and Comptroller's Office. Mentor peers by sharing expertise, assisting with internal training, and contributing to team development and knowledge sharing.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

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

TDOT Technical Specialist III

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

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

Ideal Candidate

The Solicitation and Contracts Technical Specialist is a reliable, detail-oriented professional who takes pride in supporting the success of others and the integrity of the procurement process. They are highly organized, proactive, and thrive in a collaborative, fast-paced environment where accuracy and follow-through are essential. With a strong sense of accountability and a commitment to consistency and compliance, they approach their work with curiosity and a service-minded attitude. They are eager to learn, willing to adapt, and take initiative in helping their team and stakeholders navigate complex processes. Their professionalism, communication skills, and dedication to high-quality work contribute to the effective and efficient delivery of TDOT's procurement program.