

Trans Program Monitor 2

Solicitations and Contracts

Summary: Transportation Program Monitor 2 will provide administrative support to the PCD Solicitations and Contracts division. Support will include managing documents including required vendor forms, monitoring and routing documents for appropriate approvals and endorsements, and monitoring and responding timely to emails sent to the shared inboxes.

In addition, the Transportation Program Monitor 2 will maintain the relevant portions of the SharePoint site to ensure contracts relative to TDOT are current and have correct usage instructions. This position will develop usage instructions for all new contracts to ensure field personal understands how to use the contract.

This position will be a key communicator with stakeholders to provide monthly updates to existing contracts, as well as ongoing feedback and updates relative to where a procurement is in the process. The Monitor 2 will be the point of contact for posting new solicitations and scheduling vendor presentations as requested.

As a new attestation procedure is implemented, this position will be responsible for assisting in the initial implementation of the process as well as the on-going bi-yearly collection and filing of contract documents.

Duties and Responsibilities include:

- Assign agency tracking numbers as requested
- Route documents for signatures as requested
- Manage Attestations – collect 2x per year for each existing contract and file on shared drive. Add any new contracts
- COI/Revenue forms – collect, manage and audit
- Obtain endorsement forms as needed
- Submit documents in eforms
- Monitor eforms for status of approval and notify appropriate staff
- Coordinate RFI/RFP postings and schedule oral presentations with vendors, if needed
- Monitor email inboxes (RFP, IT correspondence)
- Assist in setting up meetings, lunches, etc.
- Assist with monitoring contracts for expiration and spend limits
- Enter amendments in Edison
- Maintain SharePoint Site with TDOT applicable contracts – update, add usage instructions, remove outdated information, etc.
- Create usage instructions for new contracts / delegations and upload to SharePoint
- Enter Helpdesk Tickets to make any needed updates to the SharePoint forms
- Assist with Supplier registration as needed
- Manage routine communication regarding contract information to relevant stakeholders
- Assist the business in development and Edison entries