

District of Columbia Housing Finance Agency



Employment Opportunity

Procurement Manager, Office of Administration

The DC Housing Finance Agency was established in 1979 to stimulate and expand home ownership and rental housing opportunities in Washington, D.C. We accomplish our mission by primarily issuing mortgage revenue bonds. Through our Multifamily Lending and Neighborhood Investments business unit, we provide financing that lowers the cost of acquiring, constructing and rehabilitating rental housing and that facilitates the creation of low and moderately priced for-sale housing. Our financing tools are primarily funded through the issuance of taxable and tax exempt mortgage revenue bonds. Our Single Family Programs offer DC residents competitive products that help lower the homebuyer's cost of purchasing homes. We embrace our responsibility with conviction and pledge our best efforts to serve as the City's champion for renters and homeowner to act as the City's principal catalyst for affordable housing neighborhood investment.

The District of Columbia (DC) Housing Finance Agency (DCHFA) is seeking qualified candidates for the position of Procurement Manager in the Office of Administration.

POSITION DESCRIPTION

The Procurement Manager is responsible managing the purchasing process including procuring, sourcing, and negotiating the purchase of goods and services for the Agency. The primary function of the position is to manage and perform due diligence in the RFQ, RFP, IDIQ processes and vendor management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the Agency's procurement and purchasing processes and activities
- Draft Procurement Manual and other policies and procedures and update as needed
- Draft and issue Requests for Proposals (RFPs), Requests for Bids (RFBs), Request for Qualifications (RFQs), and Indefinite Delivery Indefinite Quantity (IDIQ) method, including selection criteria, specification, scope of work and terms of services for contract
- Coordinate with staff to prepare scope of services, define minimum qualifications, and determine evaluation criteria for RFPs, RFQs, and IDIQs
- Manage bid opening process by: collecting bids, setting and assisting in the open bid review, and ensure price quotes comply with Purchasing Policy
- Review all proposals and actively participate in the evaluation committees

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- Establish evaluation committees and manage review process by evaluating score sheets and award final contract
- Perform due diligence on the awarded bids and proposals by obtaining and reviewing necessary documents including: reference checks, insurance coverage, and credit checks
- Attend Board of Directors meetings as necessary to present and support any procurement agenda items
- Manage vendor contracts, contract renewals and operational vendor services
- Assist in annual budget process by analyzing operating expenditures and providing projections for the operating budget
- Prepare the Agency's annual insurance applications, including gathering financial data from CFO and Controller and personnel data from Human Resources, and submitting insurance package to broker
- Coordinate payment of conferences, trainings, memberships, subscriptions and make travel arrangements as necessary
- Prepare the annual DSLB procurement Plan and submit quarterly reports as required
- Supervise Procurement Assistant and Front Desk temporary staff
- Monitor the Agency's Multifamily project portfolio for financial, compliance and property performance
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's Degree in Business, Purchasing, or another related field from an accredited university or equivalent experience is required
- 5-7 years experience of purchasing and procurement, preferably in a government environment
- Extensive experience in vendor management
- Knowledge of procurement policies, processes, laws and regulations
- Knowledge of preparing, reading and analyzing budgets
- Prepare and present ideas in a clear and concise manner
- Ability to establish and manage effective relationships
- Ability to effectively negotiate and read and draft contracts
- Ability to pay strong attention to details
- Excellent communication skills both verbal and written.
- Must possess strong working knowledge of all aspects of Microsoft Office Suite, specifically Excel

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The Agency offers an exciting work environment along with a competitive salary and benefits package. Qualified candidates should send a cover letter, resume, and salary requirements to the attention of the Human Resources Officer at hfajobs@dchfa.org or faxed to (202) 986-6736. District of Columbia residents will be given a residency preference in the application process.

The District of Columbia Housing Finance Agency is an Equal Opportunity Employer