



# HSU Sponsored Programs Foundation

## Request for Qualifications

**Position Title:** Procurement Specialist

**Appointment Type:** Part-time independent consultant

**Hourly Rate:** \$50-\$75/hour depending on qualifications

**Project:** Northern California Procurement Technical Assistance Center (Norcal PTAC)

**Location:** Consultant will work remotely, but will meet with some clients in person & some clients virtually. Consultant would ideally be located in Northern California, preferably in one of the following counties: Del Norte, Humboldt, Siskiyou, Trinity, Shasta, Mendocino, Sonoma, Marin, Napa, Solano, Contra Costa, Alameda, Santa Clara, San Mateo, and San Francisco. Candidates outside of the Northern California area will also be considered.

**GENERAL INFORMATION:** The Norcal PTAC is part of Humboldt State University's Sponsored Programs Foundation and is hosted by the Northern California Small Business Development Center (SBDC), primarily funded by a cooperative agreement with the Defense Logistics Agency. Norcal PTAC serves the business community in northern California with no-cost government contracting education and consulting. Humboldt State University has hosted the PTAC program since 2013. Norcal PTAC also holds the contract for the Caltrans DBE Supportive Services Northern Region Program.

The Norcal PTAC seeks an experienced professional with knowledge of government contracting for the position of Procurement Specialist. This RFQ may be used to select multiple candidates at time-base ranges from 3 hours per week to 20 hours per week.

### **ESSENTIAL FUNCTIONS and RESPONSIBILITIES:**

- Counsel small businesses on federal, state, local, and tribal government contracting topics in person, over the phone, or using video conferencing software;
- Conduct market research with clients to determine target agencies;
- Assist clients with DUNS & SAM registrations;
- Assist clients with certifications like DBE, 8(a), HUBZone, SB/DVBE, WOSB, etc.;
- Conduct training workshops, public outreach efforts, and similar activities in support of program goals;
- Assist clients in finding bid opportunities and preparing bid responses;
- Assist in preparation of GSA federal supply schedule proposals;
- Interpret FAR, DFAR as well as other federal, state and local contracting regulations.

### **PREFERRED QUALIFICATIONS:**

- Prior experience working for or with a PTAC, or other federally-funded small business assistance program;
- Existing partnerships with Northern California business, construction, and minority organizations;
- Master's degree from an accredited college or university.

### **MINIMUM QUALIFICATIONS:**

- At least 3 years of experience providing government contracting assistance to businesses or experience as an SBLO or relevant government procurement-related employee;
- Ability to use technology, including the Internet, PowerPoint, client database software like Neoserra, and video conferencing software like Zoom;
- Must be able to provide required proof of insurance;
- Must be able and willing to travel overnight several times per year.

**SUBMISSION PROCEDURE:** Qualified applicants should submit via email 1) cover letter, 2) résumé, 3) three professional references to: [taylor@norcalptac.org](mailto:taylor@norcalptac.org). For questions regarding this posting email [kristina.kunkel@humboldt.edu](mailto:kristina.kunkel@humboldt.edu).

**Application review date:** The deadline for responses is **Tuesday, Aug 28, 2018 at 4:00pm**. Responses will be reviewed as they are received and interviews may begin prior the deadline. Position will be open until filled.