

SRM DGS Auction Processor (DGS Only)

Purpose/Definition: The SRM DGS Auction Processor role is responsible for determining procurement types to be used with the SRM Live Auction functionality.

Role Mapping Rules

Positions that receive the SRM DGS Auction Processor role cannot receive any of the following roles:

- SRM Auction Approver

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

Responsibilities

- Receive items to procure from agencies based on product categories associated with the individual
- Analyze and group potential procurements into single solicitations if possible
- Create and edit IFBs in SRM
- Make determination whether a live auction process can be conducted within the market
- Process bid into a live auction
- Determine suppliers to participate in auction
- Package all auction related materials and communications to suppliers
- Set up auction within SRM
- Conduct auction and monitor results
- Evaluate and make award
- Create and edit award documents including contracts and purchase orders

Required Knowledge, Skills, and Abilities

- Broad knowledge of sourcing process including market analysis
- Broad knowledge of bidding, contracting, and purchase orders
- Knowledge of the Commonwealths criteria for disadvantaged business requirements
- Knowledge of Commonwealth procurement policies and methods
- Knowledge of standards and evaluation methods used to assess the quality and value of a wide variety of supplies and services.
- Knowledge of how information is referenced/carried forward into successive procurement documents without requiring data re-entry.
- Ability to use greater information to find best source and enter into more strategic supplier relationships.
- All knowledge, skills and abilities associated with the DGS commodity specialist role

Tools

- SAP—R/3 and SRM
- Business Warehouse

Processes & Transactions

- Process SRM live auctions

Training Prerequisites

The following knowledge is required before employees can enroll in SRM training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the Keystone Learning Academy.

- PC and Windows User Fundamentals
- Microsoft Software
 - Microsoft Word (Word Processor)
 - Microsoft Excel (Spreadsheet)
 - Microsoft Outlook (Email)
 - Internet Browsers

SRM DGS Auction Processor

Course Name	Course	Hours	Del. Media
Fundamentals	SRM Sourcing Fundamentals	1.00	WBT
Overview	SRM Purchase Order Navigation & Overview	0.15	WBT
Overview	SRM Solicitation and Contracts Navigation & Overview	0.15	WBT
Core Purchasing	Create & Maintain Purchase Orders	6.00	ILT
	Create & Maintain Solicitations & Contracts	6.00	ILT
	Business Warehouse	6.00	ILT
Live Auction Cockpit Live Auctions (with suppliers)		1.00	ILT

20.30 total hours