

KEY Competencies Required Of The Public Procurement Workforce v2.0 – REVISED 2017

COMPETENCY AREAS		BRIEF DESCRIPTION
Group 1: PROCESS & POLICY COMPREHENSION		
1A)	POLICIES AND REGULATIONS	Understand the policies, procedures, rules, and regulations that govern procurement decisions and contract design. Apply these policies in a manner that enables innovative solutions to achieve desired outcomes rather than imposes constraints. Comply with public policy mandates, such as procurement-related socioeconomic goals and support for disadvantaged businesses.
1B)	PROGRAM AND PROJECT MANAGEMENT	Provide effective coordination for the purchase of public goods and services through project planning, developing and executing schedules and time lines, and managing for outcomes.
1C)	CONTRACTING PROCESS	Understand the mechanics of contracts and the contracting process, including the acquisition life cycle, elements of a contract, method and strategy, pricing techniques, competition, and principles of contract management. Understand electronic contract management systems and reporting tools that support contract workflow and data reporting.
Group 2: FUNCTIONAL REQUIREMENTS & ANALYTICAL SKILLS		
2A)	REQUIREMENTS PLANNING AND UNDERSTANDING	Comprehend internal customer needs and desired outcomes; structure requirements for solicitations and contracts to support overall mission.
2B)	SPEND ANALYSIS	Understand past, current, and future projected spending. Leverage analysis of spend to inform procurement & sourcing strategies and inform compliance management to organization procurement policies.
2C)	COST & PRICE ANALYSIS	Ensure that government is getting the best value in exchange for its investment, and understand alternative cost and price strategies and how they are influenced by requirements.
2D)	MARKET ANALYSIS	Understand supplier capabilities, costs, pricing, product and service trends, and overall supplier market dynamics.
2E)	PROBLEM SOLVING AND CRITICAL THINKING	Apply critical thinking skills to develop innovative solutions that balance internal customer needs, best practices, core mission objectives, and procurement regulations.
2F)	RISK ANALYSIS AND MANAGEMENT	Analyze and manage all aspects of financial, time line, performance, and legal risk associated with complex procurements.
2G)	NEGOTIATIONS	Develop and execute effective negotiation approaches based on a strong understanding of supplier costs and pricing strategies, and of product capabilities.
2H)	CONTRACT MANAGEMENT AND ADMINISTRATION	Work with internal customers to ensure suppliers are meeting agreed-on deliverables. Manage contract change orders with appropriate justifications. Ensure government is providing suppliers with appropriate feedback and resources. Close out contracts efficiently and effectively.
Group 3: ENGAGEMENT & ALIGNMENT		
3A)	INTERNAL CUSTOMER ALIGNMENT AND EXPERTISE	Serve as a business adviser and manager throughout the procurement life cycle, and demonstrate a firm grasp of business goals. Collaborate with internal customers to understand the mission or program objectives and requirements. Use influence to assist with defining and shaping procurement strategy, resolve disagreements, and obtain buy-in across departments and groups. Maintain a clear customer service mind-set.
3B)	MARKET ALIGNMENT AND EXPERTISE	Possess deep expertise in targeted industry sectors, including market trends, innovations, pricing and cost, competition, and best practices for structuring relationships. (Examples of targeted sectors common to public agencies include information technology, facilities management and services, and professional services.)
3C)	SUPPLIER ENGAGEMENT	Partner with suppliers throughout the procurement process to ensure proper understanding of internal customer requirements and needs. Provide ongoing management of relationships with suppliers through the entire process to ensure performance against requirements and alignment with broader mission goals.
Group 4: LEADERSHIP, COMMUNICATION, & DRIVING CHANGE		
4A)	LEADERSHIP	Focused on achieving results for the broader organization through team work and management, promoting the function, demonstrating integrity, and continually seeking out opportunities for individual and team learning and development.
4B)	COMMUNICATION	Communicate ideas, logic, and recommendations clearly, concisely, and effectively through both written and verbal communications. Develop effective presentations appropriately targeted for the audience with an emphasis on articulating key messages, and recommended actions supported by logic and fact base.
4C)	DRIVING CHANGE	Work collaboratively across the organization in supporting mission goals through developing effective working relationships, and the ability to influence and persuade based on competence and professional value contribution. Work effectively within a context of facilitating and teaming/partnering with cross-functional teams from across the organization.