Mayor's Office of Neighborhood Safety and Engagement

Position: Procurement Coordinator

Reports to: Associate Director of Finance

Job Summary

The Procurement Coordinator will review, analyze, and negotiate purchases for a range of supplies, equipment, technology, and services for the Mayor's Office of Neighborhood Safety and Engagement. The Procurement Coordinator will engage in the negotiation and purchase of specialized services and technology through the use of Requests for Information (RFI) and Requests for Proposals (RFP). The Coordinator will also manage the coordination of stakeholders and procurement for CitiWatch, the City's network of over 800 CCTV cameras, and management of the Camera Rebate and Voucher Program for Baltimore residents and small businesses. The Coordinator will serve as the main liaison to and ensure alignment with the City's Department of Procurement. The successful candidate will leverage strong communication, project management, and organizational skills, and possess extensive procurement experience, to effectively and efficiently execute purchases.

Key Responsibilities

Agency-wide

- Work with MONSE staff to provide support in procurement activities for programs and initiatives and serve as liaison between MONSE and Department of Procurement.
- Track and report procurement activities with goal of identifying trends, opportunities to improve quality, reduce costs, and support, ROI/performance evaluation.
- Negotiate with contractors, vendors and City agencies to achieve best quality and prices for services, technology, and supplies.
- Research and write Request for Proposals (RFPs) and commodity or service specification contracts based upon agency requirements for submission for public bidding; prepares final negotiated contracts and specifications for submission to the Board of Estimates for its approval.
- Appear before the Board of Estimates to explain contract specifications, requirements, costs and problems.
- Interview vendors to obtain price and product information concerning the ability of vendor to produce product or service and to meet delivery dates; makes recommendations on products and services to superiors and City agencies.

CitiWatch and Camera Rebate and Voucher Program

- Lead procurement activities for expansion of CitiWatch in alignment with MONSE holistic violence approach that address the social determinants of health.
- Manage stakeholder reimbursements to the MONSE for CCTV camera maintenance.
- Process CitWatch rebates and vouchers to community members and small businesses, track spending, ensure accounting, and execute reporting.
- Establish data collection and reporting procedures to support performance management evaluations.

Qualifications/Skills

- Bachelor's degree from an accredited college or university and/or three (3) years of procurement experience including procurement planning and solicitation preparation, contract development, negotiation, and contract administration, with emphasis in utilizing complex Request for Proposal (RFP), Invitation for Bid (IFB), Request for Information (RFI), and Request for Quote (RFQs);
- Project management, and written and verbal communication skills.
- Ability to establish and maintain effective working relationships with vendors and contractors, City agency personnel, associates, and the general public.
- Ability to maintain records and write reports; data analysis experience preferred, but not required.
- Skill in investigating and resolving complex disputes between City agencies and vendors concerning the provision of specialized technology and services.
- Knowledge of theories, principles and practices of public procurement, and procurement laws, regulations and policies.

About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission

Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values

In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.