Director I Region 4 Temp/Contract Staff for TDEM

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Response Due Date:

Response Due Time:

Days Solicited:

Agency – Texas Smart Buy Member Number: 575

NIGP Commodity Code:

Current Contract Details:

Purchase Order AB0551916 Hours

Director I Region 4 (Workquest through Peak Performers)

PO Dates 09/01/20-01/03/21

PO amount: $77,591.70

Purchase Order AB0550997 Travel

Director I Region 4 (Workquest through Peak Performers)

PO Dates 09/01/20-01/03/21

PO amount: $5,000.00

Description: TDEM utilizes the staff services in order to fill the workload as demands increase due to incidents or limited of full time staff. Position as Director I in Region 4 is needed to support the IT department and to be able to work in the State Operation Center (SOC). Any support that is needed must be available in off business hours. Travel will be required following the GSA (General Service Administration) per diem.

General Description but not limited is as follows:

Performs advanced (senior-level) managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the strategic plan and goals and objectives; developing policies, procedures, and guidelines; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities or business functions; and reviewing and approving budgets within departments or divisions. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

Distinctions between levels in the Director job classification series may be based on many factors including the department’s, division’s, or business function’s scope, complexity, and organizational impact. In addition, external labor market factors for certain occupations may also impact the appropriate level within the series. Directors that oversee 1) multiple departments or divisions, 2) a department or division that has complex administrative functions, or 3) a large or highly specialized workforce or a workforce with a wide array of management level positions, are often classified at the higher levels within the job classification series. Directors that oversee 1) small departments or divisions, 2) have fewer, less complex administrative functions, or 3) a small or homogenous workforce, are often found in lower levels within the job classification series.

EXAMPLES OF WORK PERFORMED

Directs program activities and/or business functions within a department or division.

Develops and implements techniques for evaluating program activities and/or business functions within a department or division; and identifies need for changes.

Develops and establishes goals and objectives consistent with the agency’s strategic plan.

Develops, reviews, and approves budgets and major expenditures; and ensures that requirements of funding sources are met.

State Classification Job Description

Director I

Class Code: 1620

Salary Group: B26

Director I

Class Code: 1620

Develops policies, procedures, and guidelines; and implements and monitors compliance.

Plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.

Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees.

Reviews and approves management, productivity, and financial reports and studies.

Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.

May develop or assist with developing long-range and short-term plans.

Supervises the work of others.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Experience in the management and direction of a program relevant to the assignment. Graduation from an accredited four-year college or university with major coursework in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to program activities and/or business functions; and of the principles and practices of public administration and management.

Skill in establishing plans and setting objectives and goals that support an overall business strategy.

Ability to direct and organize program activities and/or business functions; to establish goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.

TDEM Travel Clause:

In accordance with Government Code 660.007(b), TDEM further restricts travel costs for lodging and meals to the standard GSA per dem rates for the geographic area which can be found at the following link: https://www.gsa.gov/travel/plan-book/per-diem-rates . If a city is not listed, but the county is listed, Use the daily rate of the county. For locations not listed, use the rate given by the Texas Comptroller at the following link: https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php . Contractor shall not charge TDEM for lodging and meals in excess of the GSA rates unless a waiver has been issued in writing in advance by the TDEM Contract Monitor for this PO. Invoice submission and payment shall be made in accordance with the purchase order and submitted in an itemized format that details all travel costs. Eligible travel expenses must comply with the State of Texas travel requirements as found at the following link: https://fmx.cpa.state.tx.us/fmx/travel/index.php .

Payment Terms: Payment shall be made within thirty (30) days after acceptance of goods and/or services and receipt of invoice, whichever is later. Vendor shall submit one copy of an itemized

invoice referencing the AggieBuy Contract number and any departmental issued

purchase order number. Owner will incur no penalty for late payment if payment is

made in 30 or fewer days from receipt of goods or services and an uncontested invoice.

Tax Exemption: The State of Texas is exempt from all Federal Excise Taxes. Texas

Division of Emergency Management is exempt from state and municipal sales taxes

under Texas Tax Code, Chapters 151 and 321, et. seq., for all purchases made for the

exclusive use of Texas A&M.

Termination: TDEM may at any time by written notice suspend or cancel this Purchase Order without cause. This Purchase Order and any TDEM Contract are subject to termination, without penalty, in whole or in part, if funds are not appropriated by the legislature of the State of Texas.

Either Contractor or TDEM may terminate this Purchase Order upon 30 days written notice to the other, if the other party fails to perform or comply with any of the material terms, covenants, agreements, or conditions hereof, and such failure is not cured during such 30-day period. TDEM may terminate this Purchase Order immediately without further notice if Contractor: (i) petitions for reorganization under the Bankruptcy Code or is adjudged bankrupt; (ii) becomes insolvent or a receiver is appointed due to the insolvency; or (iii) makes a general assignment or sale of Contractor’s assets or business for the benefit of creditors. In no event will such termination by TDEM as provided for under this section give rise to any liability on TDEM’s part including, but not limited to, Contractor’s claims for compensation for anticipated profits, un-absorbed overhead, or interest on borrowing. TDEM’s sole obligation hereunder is to pay Contractor for Goods or Services received prior to the date of termination.

No Collect Freight Charges Accepted: Neither COD nor "Collect" freight or handling charges will be accepted.