



Position:	Bid Associate	Department:	Bid
Classification:	Non-Exempt/Hourly	Reports To:	Bid Manager
Date Created:	9/1/2012	Last Revised: Last Reviewed:	4/20/2018 2/17/2024

Job Overview:

The Bid Associate supports the Bid Manager in the response to Request for Proposals' (RFP) issued by purchasing authorities and helps ensure that the proposals submitted are complete, appropriate and timely. The Bid Associate will be expected to work a flexible schedule and to be available outside of normal business hours in order to meet the needs of the department and the deadlines associated with the RFP's.

Essential Functions:

1. Participates in the writing and editing of original proposal (contract) responses, including coding of items.
2. Enters data onto a disc (or other specified media device) provided by the customer to be included with the formal contract.
3. Match code number list from manufacture with our code list to ensure that we are capturing all allowances available for customers from particular manufactures that offer deviations.
4. Assists with data entry of contract awards into our operating system when necessary.
5. Completes forms that are used to assist in the entering and tracking of allowances in our operating system. This process is how we pass on discounts to eligible customers.
6. Coordinates price increase letters for contracts, inclusive of escalator clauses where appropriate.
7. Collects all bid pricing/allowances from brokers and manufacturers and updates the bid file to be priced.
8. Oversees pricing for health care group purchasing organizations (GPO's)
9. Works with the Sales Management and Purchasing to provide Sales Representatives with competitive pricing when situations occur.
10. Daily Audit of orders entered by Customer Solutions ensuring that the correct items are delivered to contracted customers.

Additional Responsibilities:

1. Maintains a list of contract updates weekly.
2. Enters all sales flyer prices into company computer system.
3. Enters all holiday flyer/sales mover deviated process into company computer system.
4. Creates and maintains spreadsheets in order to communicate competitors' pricing to the Purchasing Department.
5. Maintains an updated nutritional file.
6. Takes orders for key customers when needed.
7. Assists with all Bid Department incoming phone calls.
8. Performs other related duties as required or directed.

Knowledge, Skills, and Abilities:

1. Working knowledge of the request for proposals response process.
2. Ability to learn and effectively use company-specific computer systems.
3. Ability to perform varied types of data entry and transactions into screens and applications of desktop/server applications.
4. Strong English language aptitude, including the ability to communicate effectively verbally and in writing.
5. Strong communication skills, including the ability to understand the needs and responsibilities of others, and factor such into the timely communication of work issues to others that have a need to know.
6. Ability to use Microsoft Office products with proficiency in Excel.
7. Ability to perform work within strict deadlines, with attention to detail and a high level of accuracy.
8. Ability to perform complex mathematical calculations.
9. Highly organized.
10. Punctual and dependable.
11. Honest and trustworthy.

Education/Experience (Preferred Minimum Qualifications):

1. Possession of a high school diploma or G.E.D. AND at least four (4) years of applicable experience, including an understanding of the proposal response process. Foodservice experience preferred.

OR

2. Possession of an Associate's Degree in a financial or business field AND at least two (2) years of applicable experience, including an understanding of the proposal response process. Foodservice experience preferred.

Licenses/Certifications/Special Requirements:

1. Subject to a pre-employment background check and drug screen.
2. Subject to random and reasonable suspicion drug testing.
3. Must be flexible in schedule and available outside of normal business hours to support the department's needs.

4. Must maintain a valid driver license throughout the term of employment.

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Continuously</i>
Stand:	<i>Limited</i>
Walk:	<i>Limited</i>
<i>Intermittent Activity</i>	
Bend:	<i>Limited</i>
Kneel/Squat:	<i>Limited</i>
Climb Stairs:	<i>Limited</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Limited</i>
Typing/Keyboard	<i>Repeatedly</i>
Vehicle Operation:	<i>Occasionally</i>
PPE/Special Clothing:	<i>Limited</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Repeatedly</i>
Push/Pull:	<i>Limited</i>
Fine Manipulation:	<i>Continuously</i>
<i>Material Handling</i>	
Lift:	<i>0 – 80 lbs. Limited</i>
Carry:	<i>0 – 80 lbs. Limited</i>
Push:	<i>0 – 80 lbs. Limited</i>
Pull:	<i>0 – 80 lbs. Limited</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Limited</i>
Exposure to Packaged Chemicals:	<i>Limited</i>
Exposure to Temperature Contrasts:	<i>Limited</i>