

GATEWAY PROGRAM

Company: Gateway Development Commission

Job Title: Manager, Procurement Controls and Regulatory Oversight

Location: New York/New Jersey

Date: May 23, 2023

Job ID: 3-009

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly motivated and detail-oriented Procurement Controls Manager to join our team. As a Procurement Controls Manager, you will be responsible for maintaining FTA procurement compliance, drafting and maintaining procurement policy and procedures, and internal reviewing procurement files to ensure conformance with all applicable procurement regulatory rules. . Additionally, this position will conduct cost/price reviews of factors in procurements, including overhead and other cost components for GDC third-party contracts where applicable. The role will also support the Senior Director of Procurement in the review of procurement packages for vendors, vendor responsibility matters, and other factors related to the review and award of procurement actions for GDC including the provision of input on specifications, RFQ, RFP, and IFB responses, bid evaluations, and contract awards.

Essential Functions

- FTA and Buy America oversight: Assist with the development and maintenance of policy and procedure material related to FTA and FRA rules and requirements. Conduct pre-procurement and pre-award file review of all procurement actions.
- Assist with the development and maintenance of GDC's policy, procedures and checklist for tracking and preserving accurate procurement records and documentation, including contracts, contract change orders, purchase orders, and invoice submission.
- Cost Price Analysis: Prepare and evaluate the cost and price factors in procurements, including overhead and various cost factors of services where applicable. Provide general guidance on cost/price matters. Maintain on-going knowledge of up-to-date state and federal procurement cost principles for application within GDC Procurement.
- Responsibility Reviews: Act as GDC's point-of-contact and coordinator of vendor responsibility reviews for procurements, including validation that required documentation is received and complete; research all applicable databases to assure vendors are acceptable. Coordinate Dun & Bradstreet (D&B), and federally required vendor database searches as well as all vendor integrity / due diligence reviews as needed.

Job Requirements

- Bachelor's degree in business administration, Supply Chain Management, or a related field.
- 5 plus years of experience in procurement of Construction related services.
- Education can be used in lieu of experience and experience can be used in lieu of education if the candidate's overall qualifications meet the requirements for the position.
- Experience with federal (FTA and FAR) and state procurement regulations and procedures.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and in a team environment.
- Proficiency in Microsoft Office and procurement software.
- Experience in the transportation or infrastructure industry is a plus.

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title "Manager, Procurement Controls and Regulatory Oversight" in the subject line.