

**Name:** Contracts Manager/Procurement Manager

**Position:** Full-time ARCHES employee

**Location:** Program is California state-wide with headquarters in Irvine, California

Hybrid

A portion of this work may be accomplished remotely/virtually

## Organization:

ARCHES has been formed to actualize California's vision to produce and deploy hydrogen at scale across multiple sectors. This actualization will realize a self-sustainable marketplace and ecosystem in the most challenging heavy-duty sectors while reducing local air pollution.

ARCHES H2 LLC is a public-private nonprofit corporation founded by the CA Governor's Office of Business and Economic Development, the University of California system, The State Building and Construction Trades Council of California, and the Renewables 100 Policy Institute, working in partnership with utilities and private large and small businesses.

An initial private investment from partner companies of greater than \$10 billion is being seeded by up to \$1.2 billion by the U.S. Department of Energy (DOE) and \$1.9 billion from California State. DOE contract terms range from how the program is organized, how projects within the program are implemented, and how information and progress is reported – these must be closely tracked and adhered by the ARCHES Project Liaison.

The Contracts Manager/Procurement Manager role will be critical for the development and implementation of functions that establish DOE and ARCHES contracting and procurement protocols and the assurance that contracts and procurement activities comply with these protocols.

ARCHES is the owner of the initiative and the program, yet it is not the primary force in delivering the projects that are part of the program. ARCHES project partners are the primary means to deliver specific elements of the hydrogen marketplace and ecosystem – from production to distribution to use. ARCHES project partners include leaders in energy research, communities, trades, utilities, for-profit companies, and nongovernmental organizations.

The Contracts Manager/Procurement Manager will have a responsibility in the implementation and institution of functions to support the success of the project partners, in particular with the establishment of appropriate contracts and the proper procurement of goods and services.

## Contracts Manager/Procurement Manager Role Description:

A key requirement for ARCHES, operating under a US Federal Award is compliance with the terms of the contract and invoicing requirements for Federal reimbursement. The ARCHES hub will be operating under the requirements the Code of Federal Regulations, Title 2, Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal

Awards. The Contracts Manager/Procurement Manager position will be responsible for assuring these requirements are fully understood, codified within functions and processes, and delivered both as part of the ARCHES program effort and the partners project delivery. Ideally, the candidate will have a strong contracting and procurement experience within a federally funded cooperative agreement.

The position will work closely with the ARCHES accountant and controller and will be responsible for ensuring that the contracting vehicles and the procurement methodologies that ensure that expenditures are necessary, reasonable, allocable, and allowable per 2 CFR 200 and the terms and conditions of the cooperative agreement.

## Reporting Structure:

The Contracts Manager/Procurement Manager will report directly to the Chief Financial Officer (CFO).

## Contract Manager/Procurement Manager Specific Responsibilities:

- Reviews and validates financial systems to assure compliance
- Trains ARCHES and project partners in compliance requirements in contracting and procurement
- Audits compliance of project partner in meeting contract requirements and adhering to procurement rules
- Collaborates with accounting staff yet maintains independent review and oversight to assure compliance in contracting and procurement
- Supports negotiations with project partners to assure compliance with contract requirements
- Guides compliance with procurement policies and procedures
- Institutes the development and delivery of all aspects of the procurement process
- Develops and maintains effective relationships with contracting resources of partners
- Oversees and manages procurement administration process
- Establish agreed flow-down of terms and conditions and development of project standard subcontract
- Co-ordinates development of contract documents including scope, schedule, cost formats and general terms and conditions.
- Monitors subcontracting activities to ensure compliance with subcontract terms and main contract flow-downs and applicable regulations.
- Institutes procedures and templates to be used in contracting and procurement, and monitors the satisfactory application of these procedures and templates
- Verifies and ensures any necessary insurance policies
- Develops and implements a contracts status and progress reporting mechanism

- Works with legal counsel in the review and application of contracts
- Participates and engages with the risk analysis methodology to monitor, recognize, and put in motion risk mitigation actions
- Provide post award contractual advice and support

## Experience/Education Requirements:

- 5+ years of experience in the contracts management and/or procurement management realm
- Attention to detail
- Analytical skills
- Proficiency with financial software
- Strong communication skills
- Prior experience working with the Department of Energy preferred

## Authorities:

- Oversees and guides the application of contracting and procurement systems to assure compliance with DOE requirements

## Unique Application:

The uniqueness of this ARCHES organization and the associated program is difficult to overstate. The effort is a combination of furthering the development and maturity of a newly formed LLC organization at the same time as establishing programmatic functionality for the program guided by prescribed federal government requirements. Secondly, the projects within the program are being delivered by wholly separate partners that require the structure and continuity and funding associated with the program but will have their own methods of delivery. Finally, the entire premise of the LLC and associated program is to establish an entirely new marketplace with an associated supply chain in hydrogen. The Contracts Manager/Procurement Manager role will be extremely influential in the success of the ARCHES LLC and program and will require the development and implementation of systems in addition to the management and administration of those systems.