

CONTRACT ANALYST

Business Office



Purpose:

The Contract Analyst manages the preparation, review, analysis, evaluation and support of contract administration and procurement activities associated with the development, negotiations, and delivery against District contracts.

Reports to: Purchasing System Manager

Nature & Scope:

The Contract Analyst works under general direction, performing general to complex work in support of contract administration and procurement of District contracts. The work must be performed with thoughtfulness and sensitivity not only to District policies and procedures but also to public perception.

Essential Job Functions:

1. Develop solicitation documents; review and clarify technical specifications for multiple procurement methodologies including but not limited to: Requests for Proposals (RFPs), Invitations to Bid (ITBs), Requests for Qualifications (RFQs), and other solicitation and contract related activities.
2. Compile statistical, fiscal, and program information for the formulation and administration of District contracts; determine and make recommendations regarding the timely and most cost-effective methods of procuring goods and/or services under standard or alternative procurement methodologies.
3. Serve as a liaison between District staff and contractors; schedule, conduct and lead pre-bid and pre-proposal meetings and source-selection and evaluation process with administrators, District staff, contractors, and other interested parties to clarify statement of work issues and coordinate responses regarding technical issues during the solicitation process.
4. Schedule, conduct and lead pre-bid meetings with vendors, contractors and other interested parties to clarify bid requirements and specifications and to coordinate responses regarding issues during the solicitation process.
5. Ensure fair and open competition through the maximization of outreach activities, social media, website postings, advertisements, public announcements, and meetings.
6. Perform analyses on contractor cost proposals, bids, amendments and change orders; evaluate bids and proposals for responsiveness, responsibility and to maximize value and minimize cost of goods and services to the District; prepare award recommendations for management review; conduct contractor debriefings regarding contract awards.

7. Lead the negotiation process for contract costs between District staff and vendors to ensure contract clarity, compliance with Board policies, and provisions of public contracting laws.
8. Draft and review contractual documents consistent with District policies and local, state, and federal public agency contracting codes; monitor contract compliance and negotiate amendments or change orders.
9. Maintain and manage the District's Purchasing Card program while functioning as back-up to the Procurement Specialist providing daily support for the program.
10. Prepare a wide variety of informational and presentation materials for management and policy makers regarding contract issues; lead, participate in and conduct training sessions for District staff to educate regarding compliance with contract policies, procedures, laws and ethics in contracting.
11. Conduct closeout actions upon contract completion such as final audit, payment reconciliations, and deliverable verifications.
12. May provide leadership, training, work direction and guidance to designated staff as assigned.
13. Perform related duties as assigned.

Knowledge and Skills:

Knowledge of the following:

1. Contracting laws and bidding processes for public agencies.
2. Principles, practices, tools and techniques of contract analysis and management
3. Principles and practices of government contracting and research methods applicable to the contracting process.
4. Software used in developing and monitoring District contracts.
5. Principles, theories and practical application of public agency contracting.
6. District organization, operations, policies and objectives.
7. Techniques and principles of high-quality customer service.
8. Internal consulting concepts and practices.
9. Current technologies, statistical, financial, budgeting, spreadsheet, word processing and presentation software.
10. Effective written and oral communication and presentation techniques.
11. Current local, state and federal budget and finance issues related to governmental agencies and K-12 public education.

Ability to:

1. Prepare, oversee, analyze and monitor assigned contracts.
2. Analyze contract data utilizing a variety of routine-to- complex processes.
3. Develop technical specifications for Requests for Proposals (RFP's), Invitations to Bid (ITB's), and Requests for Qualifications (RFQ's) documents, as well as prepare and present the official Findings for Alternative Contracting methodologies.
4. Prepare and interpret complex contract requests, bids, contract submittals, statements.
5. Comprehend assigned programs' goals, objectives, and operations and relate these to budget and program analysis.

6. Organize and present clear and concise reports of findings and recommendations related to assigned activities.
7. Understand, interpret, apply, and explain complex laws, rules, and regulations related to government purchasing and contracting.
8. Provide internal consultation services.
9. Adapt to changing work priorities while meeting timelines and deadlines.
10. Model ethical behavior and communicate high expectations of ethical behavior to others.
11. Maintain confidentiality of highly sensitive information.
12. Act judiciously under pressure.
13. Provide training, work direction and guidance to designated staff.
14. Communicate effectively both orally and in writing.
15. Operate a variety of office machines, technologies, and software.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a bachelor's degree in Finance, Accounting, General Business, Business Administration, Economics, Statistics, Public Administration, or a related field.
2. Must possess four (4) years of experience monitoring, developing, analyzing and overseeing contracts in a full-service public agency.
3. In lieu of #1 and #2, must have a high school diploma or GED and eight years' experience and education necessary to provide the required knowledge and abilities to perform the job.
4. Possession of a nationally recognized certification as a Buyer or Procurement Officer is preferred.
5. Possession of a valid Oregon or Washington Driver's License.

Working Conditions:

Work is performed primarily in an office environment. Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents. Potential of conflict situations.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Year: 12-month.

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: November, 2021

Date Revised:

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.