

SENIOR CONTRACT ANALYST



Business Department

Basic Function:

Under limited direction, perform general-to-complex and sensitive work in 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 Manager

Distinguishing Characteristics:

The Senior Contract Analyst and the Contract Analyst classifications both perform analytical work and participate in matters related to preparing, reviewing, analyzing, evaluating and administering the District's contracts as well as evaluating the fiscal impact of submittals and related issues. Levels are differentiated by complexity of work assignments, scope of independence and discretion in decision-making and levels of proficiency in both knowledge and expertise.

Employees in the Senior Contract Analyst classification perform the more advanced, complex analysis and monitoring of the District's large scale, high-dollar, multiple phase, multiple-year contracts. Employees in this classification will lead and direct negotiations concerning deviations from the District's Standard Terms and Conditions. Employees in this classification will also provide training, work direction and guidance to designated staff in the performance of their duties. Employees at this level play a significant role as a consultant to departments, District staff, and stakeholders in contract administration.

Essential Job Functions:

1. Develop solicitation documents; review and clarify technical specifications for multiple procurement methodologies including but not limited to: Requests for Proposals (RFP's), Invitations to Bid (ITB's), Requests for Qualifications (RFQ's), 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 ITB's, RFP's, and RFQ's;
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 RFP 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 ITB or RFP 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. Assist with project management as needed by other departments and will act as the Contract Manager when necessary.
8. Lead the negotiation process for contract costs and the Terms and Conditions of contracts between District staff and vendors to ensure contract clarity, compliance with Board policies, and provisions of public contracting laws.
9. The Senior Contract Analyst will work closely with politically sensitive contracts or those which pose the most significant risk to the District. The incumbent will work with District Board members, the District Superintendent, and staff as necessary to advise on purchasing issues from solicitation rules and requirements to contract execution and implementation. The incumbent will be the front line in the event of a major problem with performance of the contract.
10. Draft and review contractual documents consistent with District policies and local, State and federal public agency contracting codes; as well as monitor contract compliance and negotiate amendments or change orders.
11. May act as the official Program Administrator of the District P-Card program.
12. Research and prepare reports and correspondence regarding technical and complex contract issues; prepare and maintain vendor information, contracting documents, contract files and related records.
13. 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.
14. Conduct closeout actions upon contract completion such as final audit, payment reconciliations, and deliverable verifications.
15. May provide leadership, training, work direction and guidance to designated staff as assigned.
16. Perform related duties as assigned.

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.

Knowledge and Abilities:

Knowledge of:

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

Ability to:

- Prepare, oversee, analyze and monitor assigned contracts.
- Analyze contract data utilizing a variety of routine-to- complex processes.
- Develop technical specifications for Requests for Proposals (RFP's), Invitations to Bid (ITB's), and Requests for Qualifications (RFQ's) documents.
- Prepare and interpret complex contract requests, bids, contract submittals, statements.
- Comprehend assigned programs' goals, objectives, and operations and relate these to budget and program analysis.
- Organize and present clear and concise reports of findings and recommendations related to assigned activities.
- Understand, interpret, apply, and explain complex laws, rules, and regulations related to government purchasing and contracting.
- Provide internal consulting services.
- Adapt to changing work priorities while meeting timelines and deadlines.
- Model ethical behavior and communicate high expectations of ethical behavior to others.
- Maintain confidentiality of highly sensitive information.
- Act judiciously under pressure.
- Provide training, work direction and guidance to designated staff.
- Communicate effectively both orally and in writing.
- Operate a variety of office machines, technologies and software.

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 five (5) 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 nine years' experience and education necessary to provide the required knowledge and abilities to perform the job.
4. Public Professional Buyer and/or Certified Public Procurement Officer Certification is preferred.

Necessary Special Requirements:

Possession of a valid driver's license.

Working Conditions:

The Contract Analyst works primarily indoors in an office environment. The work environment is often controlled and quiet but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases as well as sick, and distraught or difficult individuals. The work requires regular focus on a computer screen and precise control of fingers and hand movements. The incumbent must be able to sit, stand, and walk for long periods of time. Bending, stooping, kneeling and lifting up to 20 pounds and may also be required on occasion. Occasional attendance at meetings or other activities outside of normal working hours may be required.

Work Year: 260 Day Contract

Bargaining Unit: OSEA

FLSA Status:

Date Approved: April 15, 2022

Date Revised: April 15, 2022

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.