



CLASSIFICATION NO. 195
Established: 10/16
FLSA: Non-Exempt
EEO: 2

PROCUREMENT AND CONTRACT ANALYST

CLASS CHARACTERISTICS

Under direction, to plan, organize, and coordinate difficult/complex and major procurements; conduct effective cost analyses; develop and negotiate contracts as well as contract administration duties; ensure quality control and compliance; and participate in broad market, product, code, and compliance practices; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Procurement Office within the Finance Department is responsible for the centralized procurement of goods and services, professional services, public improvement construction, construction related services, software licensing agreements, leases and other contracts on behalf of the County.

The Procurement and Contract Analyst is the second level of the Procurement and Contract series. Incumbents independently develop and negotiate contracts, review, edit and negotiate vendor initiated contracts, conduct and oversee intermediate/informal and formal procurements and complex proposals of a non-routine nature. Work is highly varied and complex requiring knowledge of many different and unrelated processes and methods. Decisions at this level are often independently made and based on a thorough analysis of alternatives, adaptation of procedures or resolution of incomplete or conflicting technical, program, or contractor data.

The Procurement and Contract Analyst differs from the Procurement and Contract Assistant, whose work assignments do not require complex or in-depth analysis/research, and complex project management for high risk, complex or formal procurements. It also differs from the Procurement and Contract Analyst, Senior, which provides advanced professional expertise as a subject matter expert; is a project manager for high risk, complex and formal procurements, contract development, and negotiations; acts as top advisor providing policy interpretation throughout the pre-award and post-award phases; and performs lead worker responsibilities. It also differs from the Procurement Manager, which is responsible for planning, coordinating, evaluating and administering all procurement services and the disposal of surplus property.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Use and/or develop and draft a variety of solicitation documents, such as Request for Quotes, Requests for Proposals, Requests for Qualifications, Requests for Information, Invitation to Bid, which will result in Contracts or Agreements for complex non-routine procurement of materials, supplies, equipment, construction of public improvement projects, and/or services requisitioned by the County; develops specifications, requirements and guidelines; creates requisitions, purchase orders and change orders; translate program

requirements into contract terms; evaluates contracts for potential performance risk; review, draft, and negotiate Contracts or Agreements; bid terms and conditions; manage contractor selection process; make or recommend contract award; negotiate contract terms to minimize performance risk; negotiate price agreements for services; ensures compliance with procurement, County Counsel, budgetary, insurance, permitting and related policies and procedures; administers applicable contracts.

2. Conducts technical market research; develops and implements formal and informal product and bid/proposal specifications and documents; issues addenda; facilitates bid/proposal conferences; evaluates bids/proposals against specifications; prepares contract agreements and supporting documentation; drafts responses to protests from vendors involving the procurement process; tracks complaints and other issues with users and vendors ensuring appropriate follow-up occurs to resolution.
3. Evaluate contractor performance or quality of services. Consult with County Counsel to facilitate clarification of legal issues and the approval of contract or agreement language. Prepare contract amendments or extensions. Develop contract or agreement tracking or reporting procedures; compile contract status reports. Evaluate if contract terms are met at end of contract period. Ensure contract records are maintained in accordance with retention schedules. Review invoices for compliance with agreements and approve payments. Track and monitor project timelines and milestones against agreement terms and conditions.
4. Advises and provides technical assistance to other staff regarding the resolution of difficult or complex procurement activities, quality issues, etc. Answers questions and interprets program goals, procurement policies, and developing contracts or parts of contracts; explain department purchasing, agreement or contract policies. Solve conflicts between departments and vendors for contract or agreement development, negotiation or administration. Recommend changes in contract procedures and practices. Advise County staff on best contract or agreement methods. Identify proper agreement formats.
5. Maintains all procurement and contract related documents in a uniform manner as established by the department and in accordance with document retention schedules. Inputs and updates contract management software/systems, financial systems and other related systems tracking contract administration and financial activities.
6. May act as the facilitating role for complex County-wide price agreements and on-call contracts for professional services, trade related services, construction services, and construction related services.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, theories and processes for governmental procurement and contracting including applicable requirements of Oregon Revised Statutes (ORS), Oregon Administrative rules (OAR), Oregon Bureau of Labor and Industries (BOLI) rules, IRS rules, Federal Acquisition Regulation, Oregon Public Records Laws, Oregon Public Meetings Laws, and County Code requirements; principles and processes in business and organizational planning, coordination and execution such as resource allocation and production methods; risk assessment and business impact analysis methodology and techniques; economic and accounting practices and the analysis and reporting of financial data; techniques used to negotiate or gain agreement with others; conduct analysis on lease options versus purchase options; communications and dissemination techniques including alternative ways to inform

others via written, oral and visual media; methods and principles of numbers, their operations and interrelationships including arithmetic, algebra, statistics and business mathematics; structure and content of the English language; office procedures; computer equipment and related software.

Working knowledge of: Cost and price analysis and vendor relations; techniques and processes of contract administration; methods of general buying operations, marketing strategies and sales control systems; methods of moving goods by air, rail, or road including their relative cost, advantages and limitations; software and technology contractual best practices; cooperative procurement options; legal/regulatory requirements and best practices for reviewing, editing, drafting and negotiating contracts..

Skill to: Use logic and analysis to identify the strengths and weaknesses of different available options; weight the relative risks, costs and benefits of a potential action; research and identify essential information; manage and prioritize time to efficiently complete tasks and manage multiple projects simultaneously; observe, receive and otherwise obtain information from all relevant sources; evaluate information against a set of standards and verify that it is correct; talk to others effectively to convey information, listen to what others say and ask pertinent questions to gather needed information; enter, record, store and maintain information in written and electronic formats; produce electronic reports of tabulated data; establish and maintain effective working relationships with County employees, the public and vendors; accurately add, subtract, multiply, divide, compute percentages and analyze statistical data; prepare reports; resolve problems; interpret and apply laws, rules and regulations affecting County procurement; accurately operate computers.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Some positions must successfully pass a criminal history check, which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Possession of or ability to obtain within one year, one of the following certifications:

- Oregon Procurement Basic Certification (OPBC)
- Oregon Procurement Advanced Certification (OPAC)
- Certified Public Procurement Officer (CPPO)
- Certified Professional Public Buyer (CPPB)
- Or similar certification from a nationally recognized procurement training program

Edited: 8/19