

Contracts Specialist  
Division of Enterprise Operations

Position Summary

This is a contract specialist position under close, progressing to limited, supervision of the Knowledge Management, Improvement and Training (KIT) Section Chief in the Bureau of Procurement. This position:

- Serves as primary staff support to the E-Catalog (Sci-Quest contract) and its interface to the enterprise resource planning (ERP) system.
- Serves as primary staff support to the KIT section.
- Monitors contracts between the State and E-Procurement vendors participating in the E-Catalog implementation,
- May negotiate e-commerce contract implementation details,
- Assists in developing the criteria by which contract compliance may be evaluated,
- Monitors reporting requirements,
- Develop measures and methodologies to assist as needed with assuring contracts are compliant with State laws and specifications,
- Evaluates the effectiveness of contract requirements as requested,
- Conducts studies of E-Procurement policies and procedures and recommends alternatives and improvements, and
- May provide expertise to state agencies and vendors with regard to the E-Procurement Project.

Goals and Worker Activities

65%

- A. Administer Contracts between the State and the E-procurement Contractors for contracts managed by the KIT Section. Assist with additional contracts managed by other areas within the Department, that are related to the E-Procurement Project, to track all contract performance.
- A1. Assist Bureau staff in implementing and administering E-procurement contracts.
  - A2. Recommend and implement policies, procedures and guidelines to ensure that SciQuest services meet the needs of the E-procurement project. Recommend alternatives and improvements to current policies.
  - A3. Establish effective working relationships with vendors as it relates to WISBUY.
  - A4. Review reports and data to develop status reports. Provide current status to State Agencies on procedures.
  - A5. Collaborate with contract manager or administrator in some cases to develop methodology to monitor vendor performance, and recommend necessary actions to assure compliance with contract requirements.
  - A6. Develop, revise as necessary, and disseminate to State agencies contract related communications and instructions.

- A7. Develop a system to track performance as it relates to objective measures and compare data to industry standards. Maintain log of status, issues and contract compliance.
- A8. Provide support for electronic vendor enrollment/registration process as required.

20%

- B. Provide Staff support to the KIT Section
  - B1. Serve as the primary staff person for the KIT Section.
  - B2. Ensure that all appropriate information is prepared and disseminated to the E-procurement team members in a timely manner.
  - B3. Respond to Agency inquiries by doing research and consulting with appropriate management staff.
  - B4. Provide assistance to Agencies in a timely, courteous and helpful manner, paying particular attention to the urgency of requests for problem resolution.
  - B5. Provide technical assistance with resolving user issues with the E-procurement system
  - B6. Prepare reports as required.

15%

- C. Perform other duties as assigned
  - C1. Assist and/or participate in department and statewide task groups as directed. Develop reports and prepare presentations and other information as needed. Present findings and recommendations to bureau, division, and department management as requested.
  - C2. Provide and maintain on VendorNet and WISBUY information related to Work Center contracts.
  - C3. Provide information to Work Centers and other vendors and agencies in support of the VendorNet Help Desk.
  - C4. Provide research and industry/market analysis assistance to other commodity areas and procurement staff, in and out of the bureau, as assigned.
  - C5. Develop a repository of best practices related to procedures and contract management.
  - C6. Perform assigned special projects thoroughly, thoughtfully, and on time.

Knowledge and Skills:

- Knowledge of contracting and procurement laws, rules, policies and procedures including the principles of contract management, monitoring and performance measures for contract deliverables
- Principles and practices of policy analysis, process design and development
- Understanding of the principles and operations of E-procurement programs

- Knowledge and understanding of business operations and industry market economics related to government sourced commodities, equipment and services.
- Skill in computer usage, especially Microsoft Word and Access, e-mail, and web technologies to communicate and manage processes
- Oral presentations and written communications
- Organizational skills with the ability to balance multiple priorities and demands
- Ability to work effectively in team environments and to secure cooperation and agreement in situations where conflicting objectives exist