



# Contracts and Procurement Analyst

## Annual Salary Range:

Analyst II - \$52,598 to \$81,527, Associate Analyst - \$57,989 to \$89,883

**First Review of Applications:** Monday, October 5, 2020

**Expected Start Date:** November 2020



## Role

Contracts and Procurement Analysts support and coordinate the acquisition of goods, equipment, construction services, and professional services through the preparation of solicitation and contracting documents. The Analyst will serve as a resource to project managers and will assist with various procurement activities and services. This position supports the agency's technology-related procurements and experience with procurements involving intelligent transportation systems, hardware, software, Software as a Service, intellectual property, modeling, or similar goods and services is desirable.

Contract Analysts concurrently support numerous procurements at various stages of development, the ability to work cooperatively with project managers and vendors and meet deadlines is integral to the role. Organization and communication skills to manage multiple deadlines and follow up with project managers and vendors on a consistent basis are necessary to be successful as a Contract Analyst. If you think you would enjoy the challenge of working on technology-related procurements and helping project managers successfully navigate procurement laws and policies, this Analyst position may be a great fit for you.

## Job Responsibilities

- Provide recommendations to project managers regarding options for the procurement of goods and services, including amendments, task orders, Memoranda of Understanding, leases, software licenses, purchase orders, and grants.
- Review draft versions of documents and provide technical assistance to project managers with the development of solicitation documents such as Requests for Offers (RFOs), Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and Invitation for Bids (IFBs).
- Prepare and review contract amendments, task orders, assignments, and purchase orders in cooperation with project managers and the Office of General Counsel; research, and compile information required for these documents.
- Review and analyze scopes of work for potential legal implications or other risks; analyze project schedules, milestones, technical specifications, cost estimates, project budgets, insurance requirements, evaluation criteria, and other elements for thoroughness and accuracy.
- Coordinate advertising of solicitation documents including the preparation of public notices, posting to electronic bid systems, and other outreach efforts.
- Coordinate pre-proposal meetings; prepare meeting materials and presentations; serve as meeting facilitator; summarize meeting minutes and questions and answers from attendees; post summary information.
- Review submitted proposals for responsiveness; coordinate the evaluation of proposals with project managers; perform cost analyses; obtain Disadvantaged Business Enterprise (DBE) goals and commitments; determine applicability of prevailing wage requirements; and assist project managers with the selection process and with developing recommendations for award.
- Assist project managers with the negotiation of contracts that are fair and reasonable to both parties; review records of negotiation, cost proposals, and overhead rates for accuracy and completeness.
- Ensure contracts, agreements, amendments, task orders, and purchase orders are consistent with SANDAG

