

JOB DESCRIPTION

CURRENT AS OF: 1/27/06

JOB TITLE: Senior Contract Specialist

JOB CODE: _____

ORGANIZATIONAL UNIT: Contracts Administration

SUPERVISOR’S TITLE: Manager, Contracts Administration

FLSA STATUS: Exempt

GENERAL SUMMARY

PURPOSE: To provide skilled professional duties relating to the initiation and completion of Information Technology (IT) related contractual arrangements and other contracts assigned by Management entered into by and on behalf of IDS entities in a manner that enables the IDS to conduct its business effectively and in accordance with established laws, regulations, policies and procedures and good business practices. Duties include coordinating the vendor selection, contract initiation and negotiation, and contract review and approval processes for business arrangements.

POLICY SETTING RESPONSIBILITIES: Formally responsible for providing input into policies associated with the job’s purpose and essential responsibilities.

DECISION-MAKING AUTHORITY: Routine decisions include leading contract negotiations, guiding multidisciplinary teams through the contracting process, advising teams on contractual matters and ensuring contracts are approved in accordance with established Levels of Authority,

SUPERVISORY RESPONSIBILITY: Although not formally designated as a supervisor, the Senior Contracts Specialist regularly leads multidisciplinary teams.

PATIENT CARE PROVIDER RESPONSIBILITY: None

ESSENTIAL RESPONSIBILITIES

Responsibility A:	Coordinates, drafts and finalizes Requests for Information and Requests for Proposal, primarily Information Services related.	Time %	Relative Importance
		15%	5
<p>Task #1: Within timeframes established by department management, contacts end user to determine strategy and expected timeline for completion of Request for Information (“RFI”) or Request for Proposal (“RFP”), in accordance with IDS Contracts Matrix.</p> <p>Task #2: Within timelines established by department management, identifies reviewing parties and other stakeholders and notifies such parties and stakeholders of specific review needed.</p> <p>Task #3: Reviews request and determines whether existing contracts or internal resources may be leveraged to meet requirements.</p> <p>Task #4: Coordinates meetings and collaborates with end-users, reviewing parties and other stakeholders to outline, verify, and document roles, scope of work specifications, timelines and expectations.</p> <p>Task #5: Drafts RFI/RFP documents using appropriate IDS templates.</p> <p>Task #6: Distributes RFI/RFP documents to potential qualified vendors.</p> <p>Task #7: Coordinates and conducts pre-bid meetings with potential vendors to review RFI/RFP.</p> <p>Task #8: Receives, evaluates and tabulates responses of RFI/RFP from potential vendors. Makes a vendor award recommendation to end-user.</p>			

- Task #9: Obtains approval of award from end user and communicates decision to all vendors.
- Task #10: Ensures that dates and documents are updated in the contracts database in accordance to established timelines.
- Task #11: Monitors progress of RFI/RFP through process and takes appropriate action to mitigate timing delays.
- Task #12: When RFI/RFP/process- is complete, provides Contracts Assistant with a complete document package for record retention processing in accordance with policies and procedures.
- Task #13: Completes RFIs/RFP within times assigned per the Contracts Matrix.
- Task #14: Assists in the revision/correction of RFI/RFP templates.

Responsibility B:	Reviews, negotiates, drafts and facilitates award for assigned contracts and amendments, primarily focusing on Information Services Contracts.	Time %	Relative Importance
		35%	5

- Task #1: Within timeframes established by department management, contacts end user to determine strategy and expected timeline for contract completion, in accordance with Contracts Matrix.
- Task #2: Within timeframes established by department management, identifies reviewing parties and other stakeholders.
- Task #3: Reviews request and determines whether existing contracts or internal resources may be leveraged to meet requirements.
- Task #4: Coordinates meetings and collaborates with end-users, reviewing parties and other stakeholders to outline, verify, and document roles, scope of work specifications, timelines and expectations.
- Task #5: Prepares complex contractual agreements, including but no limited to: software, licensing, equipment and service related IT agreements by utilizing contract templates, drafting custom contracts or obtaining vendor paper per Contracts Matrix.
- Task #6: Coordinates the review of draft contracts, primarily IT related, by end users, reviewing parties and other stakeholders. Makes necessary edits, formatting and grammatical changes. Uses technology whenever possible to expedite timely review and feedback.
- Task #7: Develops negotiation strategy and leads negotiation team in dealing with vendor regarding price and other contractual issues.
- Task #8: Prepares final draft of contract and completes approval coversheet. Distributes contract electronically and documents final approval of end user and reviewing parties. Facilitates obtaining of original vendor signature, legal stamped approval and TCH signature per IDS Levels of Authority. Works with end user to facilitate obtaining an approved requisition, as appropriate.
- Task #9: Monitors progress of contract review and approvals through process and takes appropriate action to mitigate delays.
- Task #10: When contract is complete, provides Contracts Assistant with a complete document package for records retention processing in accordance with policies and procedures.
- Task #11: Ensures that dates and documents are updated in the contracts database on at least a weekly basis.
- Task #12: Completes contracts within times assigned per the Contracts Matrix.
- Task #13: Assists in the revision and/or correction of contract templates.

Responsibility C:	Answers customer questions regarding the TCH IDS contracts process in a professional, courteous and timely manner. Maintains positive working relationships with customers and vendors.	Time %	Relative Importance
		10%	5
<p>Task #1: Responds to customer inquiries in a professional and courteous manner within one business day of receipt of inquiry. Assists customers, promptly securing answers and resolutions to their contract-related inquiries.</p> <p>Task #2: Maintains the highest degree of confidentiality of information of IDS business transactions, IDS employees, patients, guests, physicians, and co-workers .</p> <p>Task #3: Maintains good rapport and a cooperative working relationship with all hospital personnel, departments and vendors.</p> <p>Task #4: Works in a collaborative manner with IDS leaders to ensure business needs and objectives are effectively met through contractual arrangements.</p>			

Responsibility D:	Demonstrates and maintains strong professional knowledge of contracting, negotiating, and area(s) of specialty, with a high concentration in IT Contracting.	Time %	Relative Importance
		10%	5
<p>Task #1: Ensures that contract terms and conditions conform to IDS policies and procedures, and applicable laws and regulations.</p> <p>Task #2: Possesses and demonstrates knowledge of contracting concepts (including offer, acceptance, and consideration), Uniform Commercial Code and the consequences of employing certain contract terms.</p> <p>Task #3: Applies contracting concepts to contract negotiation situations in a manner that enables IDS personnel to understand transactions and enter into positive contractual relationships.</p> <p>Task #4: Possesses and demonstrates excellent internal and external contract negotiation skills.</p> <p>Task #5: Demonstrates and maintains knowledge of business and technical environment, emerging trends, and unique contracting issues related to IT area and other assigned area(s) of expertise.</p>			

Responsibility E:	Edits and maintains RFI, RFP and contract files.	Time %	Relative Importance
		10%	5
<p>Task #1: Effectively utilizes document management and versioning tools to enable effective collaboration between parties involved in RFI/RFP/contract review.</p> <p>Task #2: Demonstrates in-depth attention to detail in drafting, formatting and editing RFI/RFP and contract documents. Utilizes effective grammar and conforms to TCH standards for format and content, including inclusion of preferred terms and conditions.</p> <p>Task #3: Assigns appropriate names and numbers to contractual documents, and assembles finalized contracts in a manner that assists the end user in reviewing and understanding the contractual relationship.</p>			

Responsibility F:	Inputs and maintains Purchase Orders that directly relate to assigned contracts.	Time %	Relative Importance
		10%	5
<p>Task #1: Able to convert on-line and Outside Purchase requisitions into a purchase orders using PeopleSoft software within one business day of receipt of fully executed contract, in accordance with IDS and departmental policies.</p> <p>Task #2: Maintains and updates purchase orders for proper receipt and payment.</p> <p>Task #3: Clears all open lines and match exceptions within thirty days from purchase order's due date or date of entry of voucher, as documented by reports reviewed by Manager and/or Assistant Director.</p>			

Responsibility G:	Collaborates with other Contract Specialists to improve effectiveness of the Contract Administration function.	Time %	Relative Importance
		10%	4
<p>Task #1: Attends departmental meetings as required.</p> <p>Task #2: Maintains, updates and submits reports within designated timelines.</p> <p>Task #3: Monitors purchasing practices for opportunities to improve services and efficiencies in departmental operations and communicates to Manager and department.</p> <p>Task #4: Interprets market information and communicates relevant information to Manager and department.</p> <p>Task #5: Performs other job related duties within the assigned timeframe assigned by the Manager, Assistant Director, and Director.</p>			

REQUIRED KNOWLEDGE AND SKILLS

COMPONENT	DESCRIPTION
Knowledge	Required for completely satisfactory performance in this job is a thorough knowledge of and experience with IT Requests for Information, Requests for Proposal, vendor evaluation, vendor negotiation, IT contracting and IT contract terms and conditions. Also required is an in-depth experience with and understanding in the area of Information Services. Knowledge of hospital equipment, supplies and associated purchasing practices, procedures and techniques is also desirable.
Skills	Required for completely satisfactory performance in this job is the ability to read and interpret complex Information Services contractual agreements. Must be able to communicate effectively with vendors, Texas Children’s Hospital leadership, and end users, both verbally and in writing. Also required is the ability to effectively utilize computer word processing and spreadsheets software. Must be able to organize information, generate reports and make recommendations on actions needed. Must be able to effectively prioritize and manage multiple projects and tasks. Must be able to meet timelines and be customer-service focused and detail oriented.
Formal Education and Experience	The formal education normally required for satisfactory performance in this job is a minimum of 5 years experience in contracting, preferably in a healthcare environment, and a Bachelor’s degree in business or related field. A thorough knowledge of complex Information Services contracts and agreements, including license agreements. Qualified individuals must have and maintain certification from a recognized national contracting professional organization or national procurement organization. Certifications required are: MicroSoft Certification MSCE and Tech Procurement Certification. Certifications will be required within the first year of employment. Extensive knowledge of purchasing and contract law is required.

WORKING CONDITIONS

No conditions noted that differ from the normal office work environment.
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The above statements are intended to describe the essential responsibilities being performed by people assigned to this job. They are not intended to be an exhaustive list of the responsibilities assigned to these people.

APPROVED BY

NAME:

TITLE: Vice President