

Senior Contract Officer

Function of Job:

Responsible for working with primary using department(s) and developing and negotiating, major contracts for the University System of New Hampshire, such as buying/selling/leasing real estate, insurance, banking/e-commerce, workers' compensation services, HR benefits, and external audit services; provide advice and counsel to campus purchasing offices on contracts they develop.

Characteristic Duties and Responsibilities:

1. Meet with department(s) to determine need; develop proposal specifications with user department(s) and establish award criteria; meet with appropriate USNH and campus officials to determine appropriate financing (e.g., internal loan; external financing; bond issue) when required for contract.
2. Review and analyze proposals and RFP's; select vendor(s) for further negotiations and establish negotiation goals with department, including: B.A.T.N.A. (best alternative to no agreement), C.N.A. (estimated consequences of no agreement) for supplier, identifying and establishing priorities for "tradable items" for USNH/campus and estimate "tradable items" for vendor; conduct negotiations with vendor.
3. Develop and award contract(s), which may be multi-year, based upon negotiations, or from accepted offer made during RFP process, and ensure that all USNH policies and all commercial contract laws are met.
4. Sign contracts as final signature authority, based upon the signature authority as established by the Vice Chancellor and Treasurer; and recommend action to Vice Chancellor and Treasurer on contracts that exceed authority.
5. Analyze contracts provided to USNH by third parties/vendors; annotate sections that do not protect USNH's interests; develop suggested changes; negotiate changes with vendor and write contract acceptable to USNH and vendor.
6. Interface with USNH General Counsel and staff as appropriate.
7. Develop procedures for the purchase, sale or lease of USNH property; develop purchase and sales agreements for real estate transactions or review; comment on and edit those written by real estate agents on USNH's behalf; develop real estate leases (USNH as lessee and USNH as lessor) and review, comment on and edit those provided by landlords.
8. Establish procedures and standards, including basic boilerplate, for contracts for the campuses' use; schedule reviews of existing contracts to determine renewal date; establish "tickler" system for renewals; create files and maintain records, including official contracts and renewal date; inform user departments of need to renew or re-bid contract.
9. Develop reports for Board of Trustee committees, USNH staff, or campus departments as appropriate.
10. Work with appropriate USNH or campus office to obtain information on State statues or federal law that are applicable to a specific contract.
11. Work collaboratively with any outside consultants hired by USNH as advisors to a project.
12. Conduct vendor research utilizing such resources as 10K reports, Dun & Bradstreet financial reports, and site visitations.
13. Intervene with vendor when requested to do so by department (e.g., when supplier fails to meet contract requirements); negotiate means to rectify situation; amend or cancel contract if necessary.
14. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's Degree in Business or related field and ten or more years of purchasing experience.
2. Knowledge of business contracts, purchasing law, and the Uniform Commercial Code (UCC).

Additional Desirable Qualifications:

1. Certified Purchasing Manager certification.
2. Purchasing experience in higher education or similar large institution.

10/14/02
System Approval

7/1/02
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.