

Code: 1562
Administrative Service
Statistical, Technical and Analytical Group
Purchasing and Supply Series

CLASS TITLE: Contracts Negotiator

CHARACTERISTICS OF THE CLASS: Under direction, the class performs specialized and complex contract administration work in developing and negotiating major contracts for the procurement of professional services and commodities; and performs related duties as required.

ESSENTIAL DUTIES: Coordinates the preparation of Request for Qualifications (RFQ) and Request for Proposals (RFP) to solicit competitive proposals from qualified vendors and consultants; works with user departments in preparing detailed specifications for major contracts and scope of services for professional service contracts; oversees the evaluation and ranking of submitted proposals for responsiveness to legal and contract requirements and selection criteria; oversees the selection of the highest ranking most responsible bidder; negotiates contract terms, costs and conditions with selected vendors or consultants; obtains required contract documentation and monitors contracts through the approval process troubleshooting problems that may arise; negotiates disadvantaged, minority and women owned business enterprise (DBE/MBE/WBE) requirements; reviews and approves requests for contract modifications and amendments and re-negotiates terms and conditions as needed; monitors contract expiration dates and processes extensions or advertises for new contracts; keeps departments informed of the contract process; conducts pre-construction meetings and may make site visits to discuss specifications, scope of services and other contract requirements with contractors; keeps abreast of new commodities and services used by the City; prepares reports of contracting activities.

RELATED DUTIES: Maintains a list of potential vendors to ensure a competitive bid process'; may supervise staff engaged in contract administration or negotiation work; may assist in directing staff and in managing a unit responsible for vendor certification and contract compliance activities.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by four years of progressively responsible experience in negotiating procurement contracts, or an equivalent combination of training and experience is required.

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CLASS TITLE: **Contract Negotiator** (Cont'd)

Knowledge, Abilities and Skill. Considerable knowledge of contract development and negotiation principles and practices. Considerable knowledge of the legal aspects of contracts. Considerable knowledge of contract specification writing.

Ability to supervise staff. Ability to work with other City departments in preparing contract specifications. Ability to work with vendors in resolving deficiencies concerning contract bids and proposals.

Considerable contract negotiation skills. Good skill in evaluating contract proposals and vendor qualifications. Good analytical skills. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2002
City of Chicago
Department of Personnel