

ACQUISITION MANAGEMENT SPECIALIST SENIOR

KIND OF WORK

Professional contract review and approval and purchasing work.

NATURE AND PURPOSE

Under limited supervision, employees in this class work with agencies on a state-wide or nation-wide basis to review and approve the decision to contract with pharmaceutical or professional/technical contracts, the methods chosen by the agency to contract within those arenas, the process used by an agency to solicit and evaluate responses. They may also determine the best method of acquisition, research products or services, develop specifications, create contracts or purchase orders, evaluate vendor responses, and award contracts. They are also responsible for administration of contracts, which includes authorizing price changes and substitutions and arbitrating disputes between vendors and agencies, and performing related duties as required.

This classification differs from the Acquisition Management Specialist because positions in that class purchase products and services for all state agencies in areas other than pharmaceuticals or professional/technical contracts. The scope of the contracts is typically greater than those of the Buyer 2; incumbents also have discretion in resolving most problems rather than relying on a higher level purchasing employee.

This classification differs from the Vendor Management Specialist classification in that it is not responsible for administering the provisions of the Small Business Procurement Program for vendors.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Executes and manages pharmaceutical and nutritional and related product contracts so that purchase and maintenance of pharmaceutical inventories is cost effective by establishing contracts with manufacturers through the bid and negotiation process, by determining generic and therapeutic equivalence for drug products, and by developing a pharmaceutical contracting rebate program.

Manages a multi-jurisdictional pharmaceutical contracting program so that Minnesota and other states and program participants obtain best products and value by conducting meetings with members, determining products to be included in bid requests, administering contracts on behalf of members, negotiating price adjustments, and resolving service and delivery problems.

Reviews requests for proposals and other documentation submitted by state agencies to determine if statutory, policy and good public purchasing standards are met by working with staff in state agencies to make requests for proposals and other documentation compliant, by approving continuation of the contracting process, by reviewing and approving the proposed evaluation process for contracts, by working with state agency staff to create an open, competitive and fair process, by approving the final decision on a contractor and the resulting

contracts document, by helping staff to define the parameters for negotiations, approving changes and modifications to resulting contracts, by representing the state in negotiations in complex legal situations related to performance issues, default and recovery in state-wide or nation-wide contracts.

Confers with clients in state agencies and other government entities to determine whether their acquisition needs can be fulfilled with an existing source or contract; determine whether centralized or decentralized authority is more appropriate.

Researches products and services by interviewing vendors, reviewing product literature and specifications, attending product demonstrations, analyzing and adapting quality specifications of similar products, and considering environmental and legal issues.

Develops specifications for the product or service by organizing product specification committees, writing specifications, determining the appropriate breadth of contracts, and determining the need for risk minimizing factors.

Determines the most appropriate acquisition method by applying accepted criteria and considering the opportunity for targeted business participation.

Creates acquisition documents, incorporating state and federal statutory requirements and regulations; determines the best method for advertising.

Administers acquisitions through the contract period by authorizing price changes, product substitutions and additions, and marketing conditions and performance issues.

Analyzes existing contracts to determine their need for revision, elimination, combination with other contracts, or extension.

Assesses agency performance on acquisitions delegated to them.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of pharmaceuticals, therapeutic equivalents, bioequivalent drugs and the generic equivalents to brand name drugs (Pharmacist positions).

Contract procurement law and practices sufficient to review, improve and approve state-wide/nation-wide contracts for goods, services (both professional/technical services and routine services) and utilities.

Principles, theories, and techniques of acquisition and materials management sufficient to prepare contracts, write specifications, evaluate and research products.

Market research, specification writing, and the design and organization of acquisition documents for a broad range of commodities, services, vendors, and marketplaces sufficient to ensure that the purchased product meets the state's or agency's needs.

Common software products sufficient to efficiently use databases, spreadsheets, and word-processing packages.

State procurement laws, rules, policies and procedures sufficient to interpret, apply, and communicate them.

Knowledge of the laws of all state and governmental entities impact by proposed contracts, case law related to procurement and contracting, and federal procurement and contracting laws and requirements.

Ability to:

Communicate orally sufficient to conduct interviews, facilitate meetings, make presentations, and negotiate with vendors, prepare briefs and other legal documents to be used by the Attorney General in pursuing litigation or settling cases involving contracts.

Analyze product information sufficient to choose products that are suitable for agency needs and meet standards and cost factors.

(For positions requiring a licensed pharmacist) Provide consultation and assistance to state agencies and other governmental entities in contracting and contract management.

May require a minimum of a Bachelor of Science in Pharmacy and registration as a Pharmacist in the State of Minnesota.

Est.: 5/92
Rev.:
Ckd.: 2/03

T.C.: 4/95
Former Title(s): Contract Administrator
Senior