



## **Job Description for: Contract Portfolio Analyst**

**Reports to:** Director of Clinical Contracting

### **Department Summary (Contracts):**

The Contract Department works in conjunction with HPS staff, HPS advisory committees and other key stakeholders. The contracts department is responsible for evaluating, negotiating and awarding products/services/equipment bids and other value added service based on committee decisions and guidance with an emphasis on the value to the entire HPS membership. The contract portfolio analyst role within the Contracts Department includes the communication of all contract activities with business partners and members through the utilization of technology and other available resources.

### **Responsibilities:**

- Positive impact on HPS' Areas of Focus.
- Prepare bids and request for proposals through formal or written communications to vendors.
- Coordinate, attend and give reports to advisory committee meetings.
- Establish business relationships with:
  - HPS Vendors
  - National Vendors
  - Contracting department(s) and/or other staff
- Provide member, vendor and staff customer service.
- Report activities to Director on a regular basis.
- Work directly with Member Development Department on assigned projects.
- Promote HPS and National contracts to Corporate Communication Department.
- Preparation of all documentation for members, staff and vendors.
- Supply member(s) and vendor(s) requested documentation and/or other form(s).
- Review member's accounts for contract compliance.
- Support all functions for any service line sustained by contracts department.
- Adherence to all policies contained within the employee handbook.
- Other duties as assigned by HPS management.

### **Specific Job Duties:**

- Maintain and follow the new/renewed contract process.
- Gain and maintain a knowledge base of specified contract programs including new/changes/deletions.
- Contract Programs as assigned in areas of responsibility (AOR).
- Preparation, maintenance and ongoing development of advisory committees as assigned in areas of responsibility (AOR).
- Know the process to achieve best price available through regional and national program. This includes but is not limited to LOCs, LODs, and/or other forms. Update forms as needed.
- Communicate pertinent information to member(s) and staff. This includes but is not limited to Contract changes, LOC status, LOC resigns, contract information, Group buys, national collaborative, promotions, etc.
- Assist in development of presentations to members and/or vendors.
- Develop new contracts and program offerings.
- Create and proof all agreements, price list and other related forms pertinent to the contracts department.
- Maintain and update HPS contracts and prices lists as necessary.

- Support members, vendors and HPS staff requests for information, respond & resolve issues on regional and national contracts and/or other value added service or service line. Increase membership value by assisting with contract connection process.
- Support marketing efforts of the newsletter and organization.
- Develop strategies with vendors to grow regional and national volume. This includes but not limited to limited-time offering, special promotion(s), new program offering, vendor/HPS website, etc...
- Assist with event planning for members and vendors.
- Create call reports with pertinent information to improve contact history for all staff.
- Assist HPS team with vendor collateral and support. This includes but not limited to marketing material(s), monthly vendor call, contract highlight sheets, etc...
- Schedule appropriate vendor meetings to establish business relationships and enhance value of contract(s) and contract program offering.
- Perform both member and potential member product/price evaluations.
- Type letters and memos to members and vendors as needed.
- Prepare proposal documents and assist in preparing final value analysis to the advisory committee.
- Gain knowledge on utilization of all HPS technology tools. This includes national and value added services tools.
- Attend requested interdepartmental meetings.
- Analyze HPS members for compliance to regional and national contracts/programs.
- Compliance to guidelines on company issued credit card.
- Required travel as defined by needs of department and/or HPS.

**Authority:**

- Resolve issues on regional and national programs and /or other value added services as assigned.
- Sign letters, contracts and extension letter(s) on behalf of HPS, related to contracts.
- Assist with negotiations of HPS contracts.
- Management of company issued credit card.
- Assist management with business partner data requests and appointments.

**Qualifications:**

- Graduate of an accredited college with a bachelor's degree and/or knowledge of purchasing with 4 years experience in supply chain management.
- Ability to investigate and negotiate opportunities to enhance the position of HPS.
- Knowledge of computer programs including Word, Excel, Access and Outlook.
- Excellent written and verbal communication skills required.
- Personal Attributes to include attention to detail, ability to complete assigned tasks in a timely manner, demonstrate interpersonal skills and problem solving capabilities and should be a self-starter and able to function at times with limited supervision.

If interested, send resume and cover letter to [jobs@hpsnet.com](mailto:jobs@hpsnet.com) with the job title as your subject. Visit [hpsnet.com](http://hpsnet.com) for more info about HPS.

**\*\*Disclaimer\*\***

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

(Updated 5/9/2022)