

Owner Department	Buyer	Business Analyst	Contract Specialist
<ul style="list-style-type: none"> <li>◦ Negotiates business terms.</li> <li>◦ Monitors vendor performance.</li> </ul>	<ul style="list-style-type: none"> <li>◦ Ensures documentation is consistent with business terms negotiated by Owner Department.</li> <li>◦ Determines contract vehicle.</li> <li>◦ Determines if and when to engage Business Analyst and/or Contract Specialist.</li> <li>◦ Issues Purchase Order when contract vehicle is finalized.</li> </ul>	<ul style="list-style-type: none"> <li>◦ When engaged by Buyer, engages department and industry benchmarking resources to advise (i) the Owner Department on strategy, market conditions, and industry practices for settling business terms and (ii) the Buyer on which contract vehicle would best memorialize the business terms.</li> </ul>	<ul style="list-style-type: none"> <li>◦ When engaged by Buyer, reviews terms and conditions to ensure consistency with business terms negotiated by Owner Department.</li> <li>◦ When engaged by Buyer, advises on best contract vehicle to memorialize business terms.</li> <li>◦ Memorializes business terms in contract.</li> <li>◦ Drafts and negotiates legal terms in contract.</li> <li>◦ Manages contract execution.</li> <li>◦ Secures State Attorney General approval, where applicable.</li> </ul>