



## IDENTIFICATION

| Department      | Position Title         |                                |
|-----------------|------------------------|--------------------------------|
| Finance         | Procurement Specialist |                                |
| Position Number | Community              | Division/Region                |
| 15-15868        | Yellowknife            | Procurement Shared Services/HQ |

## PURPOSE OF THE POSITION

The Procurement Specialist works as a key member of the Procurement Shared Services team in providing professional and valued added services in the procurement of goods and services on behalf of departments, boards and agencies throughout the Government of the Northwest Territories (GNWT), along with providing advice on tendering, contracting, contract administration and contract management.

## SCOPE

The GNWT's objectives for contracting are to acquire goods and services in a way that guards against and mitigates risk, enhances suppliers' access to contracts, understands the market, encourages competition, supports benefits for northern businesses and reflects fairness, transparency, and integrity in the spending of public funds.

The GNWT Procurement Shared Services (PSS) is accountable and responsible for providing a range of contracting and procurement services for GNWT Departments, Boards and Agencies, and includes operational offices in Yellowknife and the regional centers. Under the shared services model, these responsibilities must be fulfilled for each respective client with often competing priorities, timelines and workload demands. In addition, the GNWT's contracting and procurement activities must be transparent and open to public scrutiny often with a high degree of political sensitivity, as such, it is imperative PSS activities are completed in accordance with GNWT legislation, procurement policies, procedures and best practices

The PSS division is responsible for managing approximately \$90-\$100 million annually in contract and procurement activities originated by GNWT departments, boards and agencies.

Located in Yellowknife and reporting to a Senior Procurement Specialist, the Procurement Specialist is responsible to provide efficient, effective and professional procurement and contracting services for all GNWT departments supported by the Procurement Shared Services function, in accordance with GNWT legislation, procurement policies, procedures, and industry best.

Procurement activities and providing contract advice impact upon the legal risk management and finances of the GNWT. Failure to provide accurate advice and procure goods and services in an appropriate manner can result in significant risk of liability under Canadian procurement law and/or financial losses and political embarrassment to the GNWT.

## **RESPONSIBILITIES**

**1. The Procurement Specialist consults and maintains effective communications and working relationships with client departments, boards and agencies in providing professional procurement services on their behalf.**

- Consults with client departments, boards and agencies in determining the best and most effective method (competitive, negotiated, sole source, Standing Offer Agreements (SOA), Request for Proposals (RFP)) of procuring goods and services for the client in accordance in accordance with legislation, GNWT policies, procedures, and initiatives;
- Collaborates and liaises with program managers and officers in other departments, boards and agencies in providing professional procurement services;
- Engages clients in the development of tenders and RFP's to ensure that clients receives quality services and/or goods as required;
- Participates in the development of Request for Proposals, and chairs the evaluation process of proposals with client departments;
- Collaborates with client staff and with other departments, boards and agencies to identify improvements and rectify problems with contracting issues;
- Maintains open communication with client departments during the procurement process to ensure client satisfaction,
- Mediates and rectifies disputes between clients and suppliers/contractors;
- Responds to inquiries from client departments concerning the level of service provided by vendors and contractors on SOA, bulk purchases or purchases;
- Assures proof of delivery is obtained prior to approving payment on bulk purchases for the Department; and
- Monitors the usage of SOA and bulk purchases through reports. Mediates and rectifies disputes between clients and suppliers/contractors.

**2. Plans, organizes and conducts professional procurement services of a diverse range of goods and services on behalf of various client departments, boards, agencies and community governments in a procurement shared services environment.**

- Determines the best and most effective method (competitive, negotiated, sole source, SOA, RFP) of procuring goods and services for the client in accordance with all legislation, GNWT policies, procedures, and initiatives;

- Responsible for organizing and procuring of goods and services for various departments, boards and agencies throughout the Northwest Territories (NWT); many projects run concurrently with varying degrees of complexity;
- Develops and prepares territory wide bulk purchases, standing offer agreements, request for proposals, tenders and contracts for standard, high volume and/or commonly used goods and services on behalf of client departments, boards and agencies;
- Ensures requisitions are properly authorized with regard to Financial Authorities and funds are committed prior to initiating the contract;
- Examines contract demands and purchase requisitions with program managers;
- Provides professional purchasing services in accordance with GNWT policies, directives and guidelines;
- Prepares appropriate tender, RFP's and contract documentations;
- Prepares and/or provides standard advice and assistance on the development of proposals and tenders.
- Prepares evaluation criteria in collaboration with client departments and chairs or participates in RFP evaluations process to ensure that process is fair, which involve persuasion, negotiation and provision of expert advice and guidance, influencing decisions relating to high value, politically sensitive contracts.
- Responsible for any negotiations, arbitration of complex, politically sensitive and large volume contracts;
- Coordinates and monitors contract tendering and RFP's for goods and services;
- Evaluates and awards tenders to the lowest responsive, responsible bidder in accordance with the specifications, terms and conditions of the tender, legislation, GNWT policies, procedures, and initiatives;
- Obtains proof-of-delivery from, and approves payment to, vendors;
- Maintains vendor/commodity files and/or specifications on sources of supply, costs, delivery, vendor performance and quality requirements for SOA;
- Assists with and provides support for negotiations of high value contracts; and
- Assists in resolving contract disputes.

**3. Develops and maintains effective communications and working relationships with users and suppliers and maintains a comprehensive knowledge of the industrial sector to ensure adequate sources of supply by:**

- Liaises with suppliers in areas of government policies, regulations and procedures, as necessary;
- Responds to inquiries from client staff and other departments concerning the level of service provided by vendors and contractors on SOA's, bulk purchases or purchases;
- Expediting deliveries and providing clients with updated order information/status;
- Liaises with client staff to assist in determining requirements and the most suitable means of procurement;
- Interviewing sales and account representatives regarding material availability, new products and sources of supply;
- Mediating and rectifying disputes between client staff and suppliers on Standing Offer Agreements and purchases;

- Seeking sources and alternate sources of supply through trade directories, internet, manufacturers, and suppliers.

**4. Works closely with department staff, to assist in planning, developing and implementing methods and systems for improving operational efficiency in all areas of supply chain management/logistics activities that are provided to client departments, boards and agencies.**

- Identifies and makes recommendations to improve operational efficiency in all areas of materials management/logistics activities.

**5. Assists in providing advice to contract authorities regarding contract administration, including tenders, RFP's, contracting approaches and procedures, advertising policy, and contract security.**

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

Some travel to communities may be required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand, interpret and implement policies, contract regulations and procedures;
- Technical knowledge of procurement policies and procedures, types of contracts, negotiating and interviewing techniques and sources of supply;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to work with people in an effective, tactful manner;
- Working knowledge of general accepted accounting principles (GAAP); and
- Ability to analyze and evaluate contracting issues and legalities.

#### **Typically, the above qualifications would be attained by:**

Progressive experience (2-3 years) in supply chain management, procurement, contract management and administration in the public or private sector, combined with a Diploma in Commerce or Business, or Supply Chain Management SMT Diploma

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

**ORAL EXPRESSION AND COMPREHENSION**

Basic (B)  Intermediate (I)  Advanced (A)

**READING COMPREHENSION:**

Basic (B)  Intermediate (I)  Advanced (A)

**WRITING SKILLS:**

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

### **Indigenous language:** Select language

- Required
- Preferred