

Ministry

Infrastructure

Describe: Basic Job Details

Position Name (30 characters)

Contract Evaluation Analyst

Current Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Organizational Structure

Division, Branch/Unit

SIO, OAB/CAEA

Job Purpose and Organizational Context

Why the job exists:

Within the Operations and Administration Branch, the Contract Administration, Evaluation, and Audit Unit is responsible for ministry contract management services including contract development and administration, operations and continuous improvement of the Vendor Performance Management (VPM) Program, and compliance for contracts in support of Alberta's \$29.5 billion Capital Plan (e.g. schools, post-secondary

institutions, seniors' lodges, and affordable housing facilities).

The Contract Evaluation Analyst reports to the Manager, Contract Monitoring and Evaluation and provides operational support to the VPM Program. The Contract Evaluation Analyst carries a portfolio of contracts subject to the VPM Program and provides guidance, support and advice to Project Managers in relation to all aspects of the VPM. This includes providing VPM advice during procurement planning and preparation, attending Contract start-up meetings, managing files in the VPM System, support and coordination of the Project Manager in completing performance evaluations.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Undertakes operational work to carry out the Vendor Performance Management Program.

- Manages a large volume contract portfolio for the VPMP and coordinates and consults with project teams across the ministry.
- Provides advice and guidance to project teams with regards to the VPMP.
- Consults with Project Procurement Specialists and Project Managers during the procurement planning phase regarding VPM clauses and key performance indicators in procurement and contract documents.
- Attends Contract start-up meeting with Project Manager and Vendor to provide information and expectations on the VPMP.
- Review and comment on draft performance evaluations completed by Project Managers to ensure scores are consistently applied and substantiated by appropriate factual narratives.
- Provides program oversight and coordination by ensuring performance evaluation process workflows, requirements and records are understood and adhered to.
- Acts as the main contact for vendor performance inquiries throughout the contract lifecycle both from the vendor and the project teams.
- Provides vendor survey feedback to the Project Manager.
- Prepares Reference Letters using information from the VPM System based on requests from vendors.
- Provides guidance and advice to project teams monitoring Corrective Action Plans and recommending suspension of bidding privileges.
- Supports the Manager in the Review Request process as needed, completing analysis on vendor's review requests and obtaining any additional information from Project Managers.

2. Support the Manager in leading the team to achieve business and operational goals.

- Participates in stakeholder consultation and cross jurisdiction initiatives to stay abreast of best practices in vendor performance.
- Supports Contract Monitoring and Evaluation unit planning activities.
- Conducts investigation and exploration into VPMP related issues and provide recommended resolutions.
- Supports continuous improvement initiatives.
- Supports system enhancements that provide ease of access and analysis to VPM data for the ministry.
- Develops and maintains collaborative working relationships with the business area.
- Prepares briefings and background materials for senior management.

Problem Solving

Typical problems solved:

The focus of the Contract Evaluation Analyst is to independently work with project teams to provide guidance and advice in relation to their projects and the application of the VPMP. This involves working with different project delivery areas that have varying project scopes and different types of consulting and construction contracts while applying a consistent vendor performance management framework. The position will also identify opportunities for continuous improvement.

Types of guidance available for problem solving:

While day to day operational work is independent, the Manager can provide guidance in situations that are out of the ordinary. Contract Evaluation Advisors are also available to provide support and share information on opportunities for continual improvement that evolve into projects.

Direct or indirect impacts of decisions:

Providing advice, awareness and support to Project Managers on program requirements and process workflows impacts the success and sustainability of the VPMP. The work in this position has an impact on the consistency of performance evaluation of vendors. Performance evaluation scores have an impact on contract award.

Key Relationships

Major stakeholders and purpose of interactions:

Director, Contract Administration, Evaluations and Audit - day to day support and direction.
 Manager, Contract Monitoring and Evaluation - day to day work assignments and prioritization.
 Contract Evaluation Advisors - day to day support as required.
 VPM Assistant - day to day support as required.
 Project Managers - provide guidance, advice and support regarding performance evaluations, corrective measures and suspensions.
 Vendors - provide overview, clarity and answers questions at Contract Start-up meeting and via e-mail.
 Project Procurement Specialists - provide clarity on key performance indicators forming Schedule D / Appendix A.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

Business, Arts, Law or other similar degree.

Job-specific experience, technical competencies, certification and/or training:

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		

Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>The Contract Evaluation Analyst is responsible for building trust with Vendors and Project Managers to enable effective support for the VPMP. This includes active listening and facilitating respectful conflict resolution discussions.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>The Contract Evaluation Analyst must be agile to adjust their behaviour in support of continuous improvement or changes in direction. This includes remaining calm and composed during stressful situations and conversations.</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>The Contract Evaluation Analyst is able to ask questions to understand diverse perspectives and is able to explore different work methods to share learning on what made the project successful.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>The Contract Evaluation Analyst is able to manage a busy workload, keeping on top of time lines, coordinating evaluation dates and program deliverables. This includes holding self responsible for delivering expected results.</p>