

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name

Contract and Procurement Spec

Current Class

Program Services 2

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Financial Services/Finance Branch

Supervisor's Position ID

9

Supervisor's Position Name

Team Lead, Contract and Procur

Supervisor's Current Class

Program Services 4

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2022-08-01

Responsibilities Added:

Contract and Procurement Specialists will be required to monitor the AEP Inbox. In addition, staff will be required to enter data into a database that has replaced the previously used trackers for both Grants and Contracts.

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

The Contract and Procurement Unit, provides centralized contracts and grants management advice and support to Ministry staff and stakeholders. This includes developing tender documents, evaluating risks and developing contract documents for technical, professional services and maintenance projects. Contract and grant spending make up a significant portion of the Ministry's budget so it must be managed diligently to minimize any potential risks to the

Ministry and the GOA and to maximize the value of money spent.

Reporting to the Team Lead, Contract and Procurement Unit, the Contract and Procurement Specialist is a key resource in providing advice, guidance and oversight in the effective management of the procurement cycle. The position reviews Ministry policies, processes and practices and researches best practices to improve overall effectiveness and efficiency of the processes.

The work of the Contract and Procurement Specialist impacts the credibility of the Ministry and the GOA by ensuring the grant and contract process is consistent, compliant and transparent. The grants and contracts managed range in complexity and cover a wide range of professional services as well involves significant budget dollars.

The position takes a lead role on complex, and non-standard contracts as well as when contentious issues arise in the negotiations of the contract. The position is expected to find solutions that balance the needs of all stakeholders with the contract standards and requirements of the Ministry and GOA.

Responsibilities

The Contract and Procurement Unit reviews and manages approximately 1200 contracts per year ranging in value from \$1,000 to \$20 million and include providing professional consulting, engineering design, environmental monitoring, environmental research, reclamation audits, groundwater model development and maintenance services, aircraft rental, and construction.

1. The Contract and Procurement Specialist is responsible for advice, guidance, direction and assistance to program managers and ministry staff throughout the entire procurement cycle to ensure compliance and adherence to policies, legislations, and procedures. This includes:

- Reviewing the Business cases (FIN 35) submissions and provide comments to the CRC to assist with the contract approval process.
- Providing direction and assistance in the preparing tender documents, tender posting and contracts and related schedules.
- May attend document coordination meetings and pre-bid meeting, as required, up to contract award.
- Review nature of the projects and ensure due diligence is practiced in determining options for tendering (sole sourcing, limited or open tendering).
- Providing interpretation of policies, procedures and related legislation.
- Using extensive program knowledge when reviewing 'Requests for Proposals' (RFP) for accuracy, and reasonableness in process which includes closing date, timelines and proposal requirements and provide recommendations for changes and improvements.
- Support the PA in the RFP evaluation process to ensure evaluation is conducted in a fair and equitable manner. Participate in scoring qualification statements, proposals, and bids upon request. Request clarifications from bidders / proponents as necessary to assist in scoring. Investigate bid / proposal irregularities. Contribute to pre-qualification and contract award recommendations. Draft special contract award letters and rejection letters, as required. Provide confidential debriefings upon request.
- Customize the contract template to meet the RFP requirements.
- Developing and revise contract templates to streamline and improve the contracting process.
- Providing training materials, templates, checklists and guidelines to staff to assist in developing the RFP, evaluating proposals and awarding the contract.

2. The position is responsible for grant contract management to ensure the grants funds are tracked and each party is meeting the terms of the contractual agreement. This is accomplished by:

- Drafting the grant agreements after approval.
- Setting up the grant agreements in the Contract Administration System (CAS) to monitor grant payments.
- Ensuring that payments are made and documented.

• Monitoring and reporting that grant requirements have been met as outlined in the agreement before payments are issued.

3. The Contract and Procurement Specialist is responsible for leading the review of contractual terms and conditions regarding non-standard contracts, vendor contracts and when contentious issues arise to ensure business concerns are addressed. This involves:

- Providing input and recommendations regarding proposed non-standard contracts/clauses.
- Drafting wording for non-standard contracts/clauses.
- Reviewing contractor contracts and providing recommendations to client and legal regarding changes or acceptance of contract language.
- Providing advice and assistance to clients (project managers) on managing the negotiations/discussions with the contractor/vendor.
- Functioning as mediator on contentious issues between the contractor, client and legal to resolve contract languages, explain GOA/Ministry contract regulations, policies and requirements and to reach successful and acceptable conclusion.

4. The position is responsible for managing the posting to the Alberta Purchasing Connection System (APC) of Environment and Park's public tendered RFP documents to ensure vendors have equal opportunity to submit proposals. This involves:

- Organizing and ensuring all relevant and applicable tendering documents is accurate and complete (e.g.: RFP, Questions and Answers)
- Ensuring information is current and up-to-date with any amendments as well as indicating contract closing and awarding.
- Generating reports regarding interested vendors for project managers.

5. The Contract and Procurement Specialist is responsible for monitoring and reporting on Ministry contracts and grant agreements to meet audit requirements, accurate budgeting and to respond to public and senior official inquiries for information. This is accomplished by:

- Ensuring all contract and grant contract agreement information is entered into the CAS.
- Extracting reports that track payments, deliverables and timing of deliverables.
- Extracting reports for finance that indicates expenditures and outstanding payments for budgeting, forecasting and accruals.
- Extracting reports on vendor history and performance as well as the number of contracts per vendor.

6. The position is responsible for recommending modifications to Ministry practices, policies and procedures to accommodate regulatory and legislative changes as well as best practices regarding contract administration trends, practices, and templates. In addition, Contract and Procurement Specialists may be drawn upon to draft and/or provide input to Action Requests.

Problem Solving

Typical problems solved:

The work of the Contract and Procurement Specialist impacts the credibility of the Ministry and the GOA by ensuring the grant and contract process is consistent, compliant and transparent. The grants and contracts managed range in complexity and cover a wide ranges of professional services as well involves significant budget dollars.

The position takes a lead role on complex, and non-standard contracts as well as when contentious issues arise in the negotiations of the contract. The position is expected to find solutions that balance the needs of all stakeholders with the contract standards and requirements of the Ministry and GOA.

Types of guidance available for problem solving:

Contract and Procurement Specialists are expected to provide support to the Program Area's in all aspects of Contracts, Grants and Procurement. Guidance and support is available to the specialists from the Team Lead, Contracts and Grants and the Director, Contracts and Grants.

Direct or indirect impacts of decisions:

Decisions surrounding Contracts, grants and procurement processes can impact both internal and external stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

Project Managers: To provide advice, guidance, direction and assistance throughout the procurement cycle. To provide interpretation of policies, procedures and related legislation as well as providing training, coaching and mentoring.
Senior Management and Project Managers: To provide financial information, vendor statistics, recommendations and emerging trends
Public: To provide accurate and timely information on the RFP and tendering process through the APC system and to respond to queries and requests for information.
Other Ministry staff: To develop a working relationship to share information
Vendors: To resolve contract issues, payment issues, respond to queries and provide information
Other Ministries :Environmental Law Section of Justice and Solicitor General and Risk Management and Insurance to insure appropriate clauses in contracts.

Required Education, Experience and Technical Competencies

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

If other, specify:

Management/Commerce & 4 yrs experience. Certification Procurement & several yrs experience

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

Desirable:
 Certification Project Management and/or Procurement Certification
 Several years experience in Contract and Procurement Coordination and Administration

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> Engages perspective to seek root causes Finds ways to improve complex systems Employs resources from other areas to solve problems Engages others and encourages debate and idea generation to solve problems while addressing risks 	-Engages with Program Area (PA), Legal and RMI to address complex clauses -Engages with PA in the development of RFP, RFQ, RFI and PQR -Engages PA in identifying potential risks and solutions to mitigate the risks to the GoA
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> Takes opportunities to 	-Ensures that all procurements follow applicable Trade Agreements, legislation

		<p>improve work processes</p> <ul style="list-style-type: none"> • 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>and Policies</p> <ul style="list-style-type: none"> -Responsible for identifying potential risks in both the contracting and procurement processes. -Advises Executive of potential risks and provides advice.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<ul style="list-style-type: none"> -Engages internal stakeholders in quarterly meetings to maintain collaborative relationships. -Able to address potential conflicts that arise as a result of procurement policy and practice.
Drive for Results	○ ● ○ ○ ○	<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 	<ul style="list-style-type: none"> -Partners with stakeholders to ensure that Contract and procurement practices are fair, open and transparent. -Supports PA in ensuring that Ministry goals are met when identifying Procurement options. -Understands the impact of following procurement and contracting policies, and legislation.