



IDENTIFICATION

Department	Position Title	
Northwest Territories Housing Corporation	Senior Contracting Specialist	
Position Number	Community	Division/Region
93-15184	Yellowknife	Infrastructure/HQ

PURPOSE OF THE POSITION

The Senior Contracting Specialist provides expert, efficient, effective and professional services on tendering, contracting, contract and financial administration for the Corporation. They effectively plan and manage the Corporation's tendering and contracting activities to ensure they are in accordance with contract law, government legislation, regulations, policies and procedures; plans and manages the Corporation's contract reporting activities; manages and tracks contract insurances, securities and holdbacks; provides variance reporting on contracting activities; and prepares and tracks budget adjustments by project.

SCOPE

The position is located in the Northwest Territories Housing Corporation (NWT HC) Headquarters' Office in Yellowknife. The Senior Contracting Specialist reports to the Director, Infrastructure Planning. The Contract's Clerk is a direct report. This position is responsible and accountable for providing expert advice and assistance seven (7) headquarters' divisions and (5) District Offices in the preparation and administration of tenders and contracts in order to facilitate the effective and efficient management of contracts by headquarters. This position also provides guidance, and training to five (5) District Contract Administrators. The duties of the position also have an impact on 24 Local Housing Organizations and a wide range of contractors and consultants.

The magnitude of budget impact by this position ranges between \$15 million to \$40 million in Capital. The average number of contracts managed by the Corporation ranges from 300 to 350 new contracts per year valued up to multi-million dollar contracts.

The Senior Contracting Specialist is responsible and accountable for ensuring that an

accountability framework is being adhered to that ensures the accuracy and integrity of contracting processes including ensuring that all contracting activities performed in accordance with the GNWT and NWTHC policies and procedures. This framework includes the Financial Administration Manual, the Business Incentive Policy, the Northern Manufactured Products Policy, NWT Safety Act, Procurement Guidelines, and the Corporation's Contract Administration Manual.

The Senior Contracting Specialist is responsible to review and update policies and procedures for all contracting activities within the NWTHC. This includes maintaining and updating key manuals, such as the NWTHC's Contract Administration Manual and to establish and maintain a standard procurement manual.

The Senior Contracting Specialist is accountable to review and evaluate construction tenders in accordance with legislation, regulations, and GNWT and NWTHC policies and procedures. The evaluation must be complete and accurate to reduce liability risk as it is used to award contracts that often exceed millions of dollars.

The Senior Contracting Specialist is accountable and responsible to establish procedures to effectively track and coordinate claims against the NWTHC arising from construction contracts. Provides support to litigation processes through effective management of contract financial and administration files.

RESPONSIBILITIES

1. Provides expert advice and support for contracting activities including the preparation, evaluation, and administration of tenders, Requests for Proposals, and contracts for Labor Only and Supply, Ship, and Erect major capital projects in order to facilitate the effective and efficient management of contracts by HQ staff.

- In conjunction with Projects, Capital Planning & Design, Lands, Maintenance, and other HQ staff, reviews the project details and recommends appropriate procurement process for obtaining goods, services, and construction service such as public tender, Request for Proposal, Standing Offer Arrangements, and/or sole sourcing.
- Manages SAM Requisition requests and approvals including confirmation of expenditure and signing authorities. Also ensure proper project coding is used for tendering and contract documents;
- Assembles required documentation to prepare a tender or Request for Proposal (RFP) document for advertisement and issuance to the public;
- Submits approved tender documents to Procurement Shared Services (PSS) for tendering;
- Facilitates tender addendums and submits to PSS for distribution to bidders
- Receives and logs tender bids received from PSS;
- Manages tracking log for bid securities received for construction tenders.
- Accountable to ensure all contract securities are in a safe and secure location and to release only securities not required under the contract terms.

- Complete evaluation of each tender in accordance with contract law, and GNWT/NWTHC policies and procedures;
- Accurately complete the Contract Authorization Request Form used to determine the adjusted lowest responsible bidder and recommend award to the Director;
- Prepare contract award and regret letters.
- Prepare contract, ensuring that all of the required sections of the contract are complete and form part of the contract;
- Coordinate signing, disbursement and filing of the contract documents in DIIMS;
- Input all HQ tender and RFP results in SAM including canceled and awarded contracts;
- Input all change orders processed for each awarded contract into SAM Contracts module;
- Ensure contractors' compliance with WSCC policies and regulations, track and maintain log of insurance coverage and compliance with contract security requirements throughout the contract;
- Set up and maintain the central contract filing system, which is to include: Contract Ledger approved Purchase Order, approved Change Orders, all Inspection Reports, all payment and other financial information, WSCC Clearance letters, copies of Insurance documentation, copies of contract security and other relevant documents.
- Liaise with contractors providing guidance in the completion and submission of tender documents, award and return of tender documents and bid and performance contract security.

2. Ensure capital projects be maintained in an accurate, effective, and efficient manner and in accordance with legislation, policies and procedures.

- Prepare a Capital Project Approval (CPA) Sheet to set up the capital project in the GNWT's financial system (SAM) identifying the program, community, budget amount and project information to track project costing and facilitate budget management and reporting.
- Coordinate signing and filing of the CPA documents verifying the project is set up in SAM.
- Provide applicable project SAM coding to respective project managers for their use in the technical administration of the project.
- Manage expenditure approval and project coding for Signature Specimen Records (SSR) update.
- Review or obtain a Requisition (Req) number from the GNWT's financial system (SAM) and ensure proper project coding is used for tendering and contract documents;
- Complete the Purchase Order under the correct title for each contract awarded to commit the funds in SAM for the individual project costing codes.
- Verify that all financial transactions relating to the capital projects comply with the financial policies and procedures.
- Copy and forward all invoices received for capital projects to the appropriate HQ Staff who are managing the contract for their approval for payment.
- Verify invoices and the supporting documentation (inspection reports, statutory declarations, request for contract payment, and percentage breakdown sheet) required under the contract are complete and accurate.

- Verify all change orders have the supporting documentation, are signed by the proper authority and input the approved change orders into the SAM Contracting Module.
- Ensure tracking and processing of invoices in an effective, efficient and timely manner.
- Review and manage expenditure approval status reports
- Provide weekly exception reports to the Vice President Finance and Infrastructure Services and Director, Infrastructure Planning of all outstanding invoices indicating where they are in the process.
- Maintain Contract Ledger Cards for all contracts and prepare a monthly Contract Status report for the Director, Infrastructure Planning.
- Maintain files for all payment and commitment documents that facilitate invoice processing and commitment tracking to ensure invoices paid on a timely basis and within the contract deadlines.
- Manage all contract ledgers to ensure they are complete, accurate and up to date.
- Manage Capital Variance reporting in consultation with NWTHC's Finance Budgeting and Planning division.
- Submit Capital Variance reports to VP, Finance and Infrastructure and to Director, Infrastructure Planning.
- Prepare analytical reports on contract execution to assist in identifying and addressing areas of both strength and weakness; e.g. final costs relative to budgets and projections; employment, training and business development; consultant and contractor performance; etc, as determined by the Director.
- Manage journal corrections.
- Liaise with HQ Staff concerning setting up projects and payment of invoices and completion of Project Inspection Reports.
- Provide HQ staff with the documentation (FCC dates, paid invoices, inspection reports) as needed.
- Liaise with contractors providing guidance in the completion and provision of all required documentation for payment and the processing of invoices including timing and returning of contract security documents.
- Provide relief as requested for the Administrative Assistant to the Director, Infrastructure Planning.

3. Tracks, record, and reports on contract decision for procurement of construction contracts on behalf of the NWTHC

- Prepare and maintain complete records of contracts, contractors, and consultants;
- Research, analyze and develop standardized forms, letter, contracts, and tender document framework, transmittal and tender data forms to facilitate contracting process;
- Maintain appropriate system records and report contract activity;
- Provide the contracting information necessary for annual reports on the public accounts and the statistical contract information on local and northern involvement

4. Safeguard the interest of the GNWT/NWTHC and the public

- Establish procedures for the orderly resolution of contracting disputes;

- Coordinate all formal contract claims and contract related litigation action against the NWTHC
- Review and analyze the substance of cases with the project staff on specific cases and give advice as appropriate;
- Consult and coordinate cases with expert legal and financial advice
- Prepare reports and make recommendations;
- Identifying and making recommendations to improve operational efficiency in all areas of contracting activities;

5. Provide monitoring, training, and support for District Contract Administrators.

- Provide training on contract administration requirements and procedures to ensure District contract administrators are fully aware of requirements in NWTHC's policies and procedures including the Contract Administration Manual.
- Monitor the GNWT's contract reporting system in SAM to ensure contract information is current, complete, and accurate. Provide monthly reporting to district offices showing the status of what is required and follow up to ensure the information is updated. Provide all contracting reports to VP, Finance and Infrastructure, Director, Infrastructure, and Director of Finance including sole source, negotiated, tenders, RFP.
- Travel to District Offices (at least once a year) to review the contract files for completeness and accuracy in accordance with the requirements of the Contract Administration Manual.
- Provide support to District Offices, as directed by the Director of Infrastructure Services, by assisting with preparation of tender documents, setting projects in SAM, answering process and procedure questions, inputting contract data in SAM, etc.

6. Provide support for the procurement of bulk materials for the NWTHC and Local Housing Organizations.

- Provide administrative support to the HQ Project Officers, Manager Maintenance Services in the development of material lists for maintenance and construction projects.
- Prepare and submit required documentation to Procurement Shared Services for tendering.
- Maintain a contract file for material supply contracts.
- Monitor the delivery of the materials to required destination.
- Obtain proof of delivery receipts (records) from District and/or Local Housing Organizations for payment of invoice(s).
- Liaise with Procurement Shared Services to ensure any damaged or missing materials be delivered by the vendors.
- Process payment of invoices based on proof of delivery records.

7. Supervise the work of the Contract's Clerk.

- Allocate and monitor work assignments;
- Conduct performance management tasks and appropriate discipline as needed;
- Ensure adequate training is provided to promote confidence and success.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is in a sitting position with frequent opportunity to move about. There is some standing and lifting or carrying of heavy file boxes.

Environmental Conditions

The incumbent works most of the time in a generally comfortable work environment. The incumbent does experience low to moderate level of traveling to district offices (up to 5 trips per year at an average of 2 – 4 days per trip).

Sensory Demands

The incumbent requires normal use of senses (seeing and hearing) in order to perform the day-to-day activities of the position. Extensive use of computer requires focused concentration.

Mental Demands

The incumbent will experience moderate to high levels of mental stress to meet set deadlines and manage heavier workloads. The incumbent must pay attention to detail; basic errors, neglect or discrepancies in contracts could lead to breakdown on internal control and increase costs to the GNWT/NWTHC. The incumbent is away from home up to 5 % of the time due to travel required providing staff/community training and monitoring at districts.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of tender/contract procedures, policies and contract administration.
- Knowledge of Business Incentive Policy and Northern Manufacturing Initiative.
- Working knowledge in computer software application using PC software including Access, MS Word, Excel, and Outlook.
- Knowledge of Contract Law, WSCC and OH&S requirements.
- Knowledge of applicable sections of Financial Administration Manual.
- Knowledge of northern culture and political environment.
- Knowledge of utilities connection and disconnection procedures
- Excellent interpersonal skills in order to liaise with staff and contractors in a positive, professional and business-like manner.
- Accounting, analytical and problem solving skills to ensure all financial transactions are accurate and properly recorded in a timely manner.
- Effective organizational and decision making skills.
- Ability to maintain a high level of accuracy in preparing contract documentation and entering financial information into SAM in order to ensure that reportable financial information is up to date and accurate.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality.

- Work in a high-stress multi-tasking environment with tight deadlines.
- Ability to provide quality training to HQ and district staff on contract administration.
- Demonstrated understanding of finance and administrative policies.

Typically, the above qualifications would be attained by:

Completion of a post-secondary education in procurement/business, engineering or related discipline combined with 5 years related experience in a project management or related contracting environment.

Other equivalencies may be considered.

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