



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Contracts Administrator	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-7667	Hay River	Procurement Shared Services/South Slave

## **PURPOSE OF THE POSITION**

The Contracts Administrator develops, implements, and administers the tendering and contracting processes of the GNWT Procurement Shared Services tender desk, to ensure accurate and timely contracting is adhered to in accordance with GNWT legislation, procurement policies, procedures and industry best practices to ensure accuracy and consistency of the tendering and contracting practices and information.

## **SCOPE**

Located in Hay River and reporting to the Manager of Quality Assurance the Contracts Administrator is responsible for administering the contract tendering and Request for Proposal (RFP) processes within the PSS function, in accordance with GNWT legislation, procurement policies, procedures and industry best practices.

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 will include operational offices in Yellowknife and the regional centers. Under the procurement 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 Agreement on Internal Trade, GNWT legislation, procurement policies, procedures, land claim agreements, Memorandum of Understandings (MOU), and industry best practices.

The PSS organization is accountable and responsible for managing approximately \$90 - \$100 million annually in contract and procurement activities originated by GNWT departments, boards and agencies. In addition, it also influences and directly supports construction contracting activities carried out by the Department in the delivery of its annual Infrastructure Acquisition Plan (IAP) along with capital managed on behalf of all GNWT departments.

The Contracts Administrator organizes and administers several aspects of contracting including, advertising, compiling tender packages, receiving and opening tenders, validating and recording data, researching, developing reports, provides advice and training, responding to inquiries and maintains files.

This position provides support on a regional basis, and provides advice on contract administration to Project Officers, Managers, Procurement Professionals, client departments, boards, and agencies from within a Shared Services Environment. This position is required to coordinate with the NWT Construction Association on posting tenders to the Electronics Plans room.

The completeness and accuracy of the work is essential to maintain the reputation of the GNWT and its contracting practices, avoid potential liability.

## **RESPONSIBILITIES**

### **1. Organizes and manages the contract tendering and/or RFP processes to ensure consistency and compliance with government policy and procedures. The completeness and accuracy of the work is essential to maintain the reputation of the GNWT contracting practices.**

- Administers advertising for tenders including editing, approving and placing ads.
- Reviews the completeness and accuracy of tender packages prior to distribution.
- Directs the preparation and distribution of tender packages prior to distribution.
- Responds to inquiries from bidders.
- Publicly opens tenders and records the result.
- Reviews the application of the Business Incentive Policy (BIP).
- Maintains records of all documents picked up by vendors for tenders or proposal call.
- Responsible for distribution of amendments to tenders and proposals.
- Receives all incoming tender and proposal packages, ensuring time deadlines are strictly observed and adhered to.
- Notifies vendors of changes to deadlines, addendums or changes to terms and conditions.
- Reviews and distributes requisitions in PSS tracking system.
- Provides information on contracts and general contract practices to the public, consulting associations, contractors and consultants.

- 2. Administers the Contract Event Opportunities Site (CEO) to ensure timely and accurate contract information is available to staff, management, and the public for making decisions and responding to requests for information from other departments, agencies, Ministers and MLAs.**
  - Recommends changes to the CEO Site.
  - Trains other in the use of CEO Site.
  - Analyzes and validates incoming contract data and enters in CEO Site.
  - Responds to questions and problems in regards to the CEO Site.
  - Develops and provides reports when requested.
  - Assists vendors and contractors with using the system.
  
- 3. Collects, compiles and posts data on the CEO Site to provide internet access to members of the public who wish to bid on government tenders/RFPs or find results from tenders and RFPs. Posts all events on the CEO site.**
  - Updates the CEO site with the results of the tender, RFPs and BIP adjustments for construction projects.
  - Tracks and includes information from all addendums.
  - Enters data from tender closures.
  
- 4. Assists with developing and implementation of contract administration procedures to ensure correct contract administration practices are consistent with the government policy and procedures. Inconsistency could lead to errors resulting in loss of reputation and potential financial liability if loss or damages occurs due to faulty process.**
  - Assists with developing procedures on contract administration activities.
  - Assists with training other regional centres, clients, project staff and public, when required.
  - Responds to questions and requests for assistance from client departments and contractors.
  
- 5. Maintains the contract files to ensure the completeness of the files.**
  - Ensures contract security, insurance and signed documents are in place at the beginning of each contract.
  - Maintains, updates and ensures the appropriate documentation is stored in each file, for the life of the contract in both electronic (DIIMS) and paper files.
  - Follows-up with contractors/suppliers to secure appropriate documentation is maintained and updated on file. Information can include but is not limited to insurance, security, criminal records checks, qualifications and other relevant information.
  - Liaises with WSCC to verify contractor is in good standing.
  - Files all contract related documentation in the appropriate files.
  
- 6. Maintains the GNWT's Operational and Administrative Records Classification System (ARCS and ORCS) for GNWT Procurement Shared Services Centre by:**
  - Ensuring that the records are filed in a timely manner.
  - Ensuring adherence to all GNWT records management guidelines and procedures.

- Ensuring the efficient maintenance, storage and retrieval and disposition of records in accordance with the Records Management guidelines.
- Processing all records retrieval requests.
- Liaising with Records Management to processes records transfer and record dispositions.

**7. General departmental duties as assigned by the Manager of Quality Assurance on a daily schedule, including but not limited to the following:**

- Taking messages, routing visitors or callers to proper individuals.
- Providing information and assistance to Contractor and visitors to the department.
- Responding to general inquiries, in person, by email, or by telephone. These contacts are both internal and external customers.
- Procurement of goods and services when requested.
- Maintains inventory of office supplies and assets.
- Maintains corporate purchase credit card and reconciles monthly credit card log.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

Contracting policy and procedure calls for very strict timelines on various steps of the process. Due to the sensitive nature of the work particular attention to detail is required.

Levels of contracting activity fluctuate without notice and last minutes changes are common and meeting deadlines is critical. Priorities and timelines shift regularly.

Contractors with problems relating to the process often confront the incumbent, who may have to deal with the issue without the time or opportunity to seek assistance.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of purchasing, contract law, contracting practices and the application of contract administration procedures in order to recognize when situations require

corrective action or referral in order to ensure compliance with government policy and procedures.

- Knowledge of database applications to support the development, revision and effective use of database for timely and easy provision of data.
- Ability to work effectively in a team environment where critical and tight timelines dictate co-operation and coordination, and sharing of tasks among all members of the team.
- Ability to comprehend and follow both written and verbal instructions.
- Ability to read and understand material safety data sheets and knowledge of the Workplace Hazard Material Information System (WHMIS).
- Excellent oral and written communications skills.
- Excellent time management and organizational skills and ability.
- Ability to use tact and diplomacy with clientele.

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

Progressive experience (3 years) in procurement, supply chain management, contract management, or finance or successful completion of 2 or more courses through the Supply Chain Management Association of Canada (SCMA) towards a Supply Management Training (SMT) diploma;

Equivalent combinations of education and experience 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