



POSITION: Procurement Contracts Specialist

REPORTS TO: Manager, Public Procurement

DEPARTMENT: Strategic Procurement

LOCATION: North Bay

REFERENCE: 800-127B-25

SALARY: \$86,710- \$101,998

WHO WE ARE:

Ontario Northland Transportation Commission (ONTC) is an Agency of the Province of Ontario that provides efficient and vital transportation services. We are a modern, forward-thinking organization focused on providing safe and reliable transportation services. ONTC has a rich history of over 120 years and strong connections to the communities we serve. With over 900 skilled professionals, we work together to enhance transportation services and ensure that they are sustainable for future generations. We offer a dynamic workplace culture, along with a competitive salary, excellent benefit package, a defined benefit pension plan, paid vacation, paid personal leave days and discounted transportation on our bus and passenger rail services.

ACCOUNTABILITY STATEMENT:

The Procurement Contracts Specialist administers and manages public tenders and contracts in support of the Ontario Northland capital program and related activities. This role will contribute to the planning, execution, measurement and continuous improvement of the procurement life cycle for capital projects.

MAJOR DUTIES/ RESPONSIBILITIES:

- Provide advice and leadership in the competitive tender process to ensure RFxs comply with procurement rules and legal requirements to ensure that vendors have access to a fair and transparent procurement opportunity, within timelines, budgets and deliverables
- Prepare and administer public tender packages (RFP, RFT, RFQ, and RFI)
- Provide timely information, analysis and advice in the preparation of solicitation documents
- Manage active online tenders, inquiries, and addenda
- Coordinate the competitive procurement and evaluation process
- Recommend terms, non-disclosure agreements, and other related issues with consultants, contractors, freelancers, and other third-party agents

- Assist operations in preparing procurement documents and ensure project objectives and contracting terms and conditions are covered, developing evaluation criteria, and facilitating site visit meetings
- Execute the procurement process thoroughly and independently from inception to the final award of contract, inclusive of the development and coordination of the RFX document
- Examine the contents of all submissions for compliance and ensure that the procurement process is conducted in a fair and transparent manner in accordance with all applicable laws, provincial directives, regulations and corporate policy to achieve value for money and mitigate risk
- Work closely with buyers and procurement officers to analyze purchasing data to complete public RFX's
- Negotiate or participate in the negotiation of contracts with vendors and service providers
- Provide guidance to Project Managers and area leads on contract stipulations, options and risk management
- Seek execution of all goods and service contracts with Legal and document file closure for every public procurement
- Track number of requisitions, POs, tenders, and single/sole source memos that are completed on a monthly basis
- Identify areas where master services agreements and long-term agreements can be implemented
- Facilitate the 3-quote process with operations to ensure policy compliance
- Escalate breach of purchasing policy to Manager for review and action
- Researches and collects various sources of information (e.g., legislation, regulations, policies and programs in other jurisdictions) to support policy and program development.
- Post award notifications
- Provide vendor debriefs for open competitive procurements
- Some travel may be required for the purpose of meeting with vendors, suppliers, service providers or offsite contractors

REQUIREMENTS:

- Minimum of a College diploma in Business Administration, Economics, Law or related field
- 3-5 years' work experience in procurement and/or contract management capacity
- Knowledge and experience applying procurement and sourcing practices, purchasing and tendering policies, procedures, standards and controls
- Certifications in contract management and/or procurement an asset
- Knowledge and experience with Ontario public sector procurement directive an asset
- Strong knowledge of various federal and provincial regulations and laws
- Customer service skills
- Adept at conducting research into product and service-related issues
- Strong familiarity and technical competence with contract management software
- Broad, solid working knowledge of current IT technologies, including MS Excel, MS Project or similar
- Ability to work both independently and in a team-oriented, collaborative environment
- Strong interpersonal skills with the ability to deal tactfully with vendors, suppliers, and

contractors

- Exceptional negotiation, conflict resolution, written and oral communication skills
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Committed to Company Health & Safety

BACKGROUND INVESTIGATION: The successful candidate will need to pass the following clearances: criminal record check, employment references and education verification.

CLOSING DATE: December 2, 2024, no later than 11:59 p.m. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Qualified individuals are invited to apply in writing with a current covering letter and resume (provided in **one** document), stating reference name and number. Visit our career website to apply: <https://www.ontarionorthland.ca/en/careers>

At Ontario Northland, we are committed to employment equity. We value the unique skills and experiences each person brings to Ontario Northland and invite all interested individuals to apply and encourage applications from Indigenous peoples, racialized persons, women, persons with disabilities, and persons who identify as 2SLGBTQIA+.

Ontario Northland will provide accommodation to ensure barrier-free employment in accordance with the Canadian Human Rights Act and the Accessibility for Ontarians with Disabilities Act. You can request accommodation at any stage of the hiring process. If you require an accommodation, please contact Human Resources.

Les offres d'emploi sont également disponibles en français. Visitez notre site Web sur les carrières ou appelez le 1-800-363-7512, poste 394 pour plus de renseignements.