



JOB INFORMATION

Job Title: Procurement and Contract Specialist

Requisition ID: 3452

Number of Vacancies: 3

Department: Procurement and Category Management (20000714) - Capital Procurement (30000513)

Salary Information: \$83,246.80 - \$104,067.60

Pay Scale Group: 9SA

Employment Type: Regular

Weekly Hours: 35, **Off Days:** Saturday, Sunday **Shift:** Day

Posted On: February 10, 2021

Last Day to Apply: April 30, 2021

Reports to: Category Manager

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

This talent pool will be used to fill full-time or contract/temp positions within the Design Engineering & Technical Services, within the Procurement and Category Management Department that may arise within the next 6 months.

General Accountability

Coordinates and administers the day-to-day activities associated with bidding/contract award and subsequent contract administration activities relating to complex, high value contracts involving but not limited to revenue vehicles, non-revenue vehicles, construction, design/build requirements, engineering/architectural consultants, technical services, information technology, engineered equipment and retail leasing consistent with the TTC's procurement policy and departmental procedures and guidelines.

Key Job Functions

- .Prepare, coordinate and administer commercial documentation for Request for Proposals (RFPs)/Request for Bids (RFBs), Negotiated Requests for Proposals (NRFPs), Requests for Information(RFIs), Notices of Intent (NOIs), Requests for Expressions of Interest (RFPOs), pre-qualifications and contracts including development of special commercial conditions
- Determine and understand customer requirements and establish the best approach to lead the coordination, preparation and management of procurement document packages by reviewing Terms of Reference, Scope of

Services or Specifications in order to, identify and recommend most appropriate method of purchase that will yield best value for TTC through the contract administration phase

- Liaise and provide guidance to end user customers, staff from own and other TTC departments to coordinate procurement efforts and maintain schedule requirements
- Coordinate the bidding process to solicit competitive bids/proposals including preparation of public advertisements, determining the necessity for and coordinate and prepare the issuance of addenda
- Coordinate and chair kick-off meetings, debriefing meetings and pre-bid meetings or site tours for bidders/proponents and prepare and issue minutes of meetings
- Interpret contracts and ensure compliance with contract terms and the requirements of the scope of the work
- Prepare, process, coordinate and administer post-award contract activities.
- Prepare responses to and correspond with contractors and consultants regarding contractual and commercial matters
- Administer, process and complete work plans/assignment releases, payments, requests for quotes, contract amendments and change directives.
- Prepare and contribute to a variety of reports relating to procurement/contract administration progress, budget/project approvals, labour / material cost distribution, client requirements, or special reports for management.
- Promotes a respectful work and service environment that supports diversity, inclusion, and is free from harassment and discrimination. Provides leadership in the development and implementation of inclusive and accessible policies, programs and/or services for employees and customers in accordance with TTC's commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and TTC's policies.

Skills

- Plan and organize activities / projects to meet section and organizational goals
- Apply analytical skills
- Communicate in a variety of mediums
- Manage projects
- Use office technology, software and applications
- Understand and apply administrative policies, processes, and procedures

Education and Experience

- Completion of a post -secondary college diploma or university degree Business or in a relevant discipline or a combination of education, training and experience deemed to be equivalent

- Accreditation as a Certified Professional Purchaser (C.P.P.), Certified Supply Chain Management Professional (C.S.C.M.P.) or as a Certified Public Purchasing Officer (C.P.P.O.), or equivalent is considered an asset
- Professional development courses relating to procurement and contract administration including Public Sector Procurement Program considered an asset
- Thorough knowledge of procurement and contracting principles and practical experience of procurement processes, methods, practices and contract administration as well as accounting and scheduling principles
- Experience in the preparation of commercial documents for Request for Proposals (RFPs)/Request for Bids (RFBs), Negotiated Requests for Proposals (NRFPs), Requests for Information(RFIs), Notices of Intent (NOIs), pre-qualifications and contracts including development of special commercial conditions
- Directly related work experience in the procurement and administration of complex requirements including; specialized engineering equipment, engineering/architectural design consultant contracts

The TTC is committed to upholding the values of equity, diversity, anti-racism and inclusion in the delivery of its services and in its workplaces. The TTC is committed to fostering a diverse workforce that is representative of the communities it serves at all levels of the organization, and supports an inclusive environment where diverse employee and community perspectives and experiences bring value to the organization. The TTC encourages applications from all applicants, including members of groups with historical and/or current barriers to equity, including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQ(IA+) community. The TTC values and supports an inclusive and barrier-free recruitment and selection process. Accommodations for applicants are available upon request throughout the recruitment and selection process, including for those who identify as having a disability. Please contact Human Resources – Talent Management at (416) 393-4570. Any information received related to an accommodation will be addressed confidentially.

The TTC's policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to a relationship. Should you be selected for an interview, you will be required to disclose the name, relationship and position of any relative who is a current TTC employee.

We thank all applicants for their interest but advise only those selected for an interview will be contacted.

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