

**HUMAN RESOURCES
SIMON FRASER UNIVERSITY**

ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION

A. IDENTIFICATION

Pos. Numbers: 107374, 31896, 97814, 110686, 110687

Position Title: Major Procurement Contracts Officer

Name of Employee:

Department: Procurement Services

Position Reports To (Title): Director, Procurement Services

Description Prepared By: Date: December 9, 2011

B. POSITION SUMMARY

Briefly describe the primary function and purpose of the position in one or two sentences.

Under the direction of the Director, Procurement Services this position manages procurement processes in accordance to Simon Fraser University Procurement Policy AD11-1, Signing Authority Policy B10-11, and the Ethical Procurement Policy AD11.21.

This position participates in and leads team groups within the University community in the overall planning of goods and services acquisitions including but not limited to: determining the user needs; determining the appropriate procurement tool and process; and identifying the objectives and overall project management and preparation and construction of appropriate competitive bidding tools such as Request for Proposals (RFP), Request for Tenders (RFT) and Request for Quotations (RFQ). This position ensures that the competitive bidding process is properly managed maximizing the best value opportunities for the University by exercising commodity, purchasing and supplier research analysis; detailing and documenting the bid assessment evaluation based on a multitude of evaluation criteria; and negotiating and preparing the final agreement or Contract. This position also assists SFU departments in Vendor performance and Vendor Management strategies and processes.

The position assists the Director, Procurement Services in the implementation of proactive purchasing strategies that will add value to the University by participating and/or acting as a consultant on a wide variety of projects as assigned, as well as communicating, providing training, and promoting procurement policies, procedures, tools, and systems to the University community.

C. DUTIES & RESPONSIBILITIES

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action very and briefly describe WHAT is done, HOW it is done and WHY it is done.

Researches and applies legal conditions for inclusion in competitive bidding documents, purchase orders and/or other contractual documents while ensuring the correct application in contract law, competitive bidding laws, procedures in accordance with Public Sector Purchasing guidelines, other legal requirements such as WHMIS, Transportation of Dangerous Goods, Customs and Tax laws and regulations, Labour Law, Freedom of Information and Privacy Protection Law, Trade Agreements, etc. The incumbent serves as a resource centre for not only other Procurement Services' staff but also for the University community and seeks legal counsel whenever appropriate.

Plans, develops, and manages complex competitive bids for major purchases over \$25,000 by working with campus user departments or advisory groups to develop specific and/or generic specifications; developing and writing project terms of reference describing what the project is to achieve; applying the appropriate competitive bid legal terms and conditions of the owner and obligations of bidders;

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preparing and writing the competitive bidding documents customized for each competitive bid or requirement that may include life cycle considerations, i.e., parts, maintenance, support cost and availability, consumables, etc., as well as other "best value" selection criteria to ensure that the maximum value is obtained.

Reviews, analyzes, quantifies, and evaluates all responses to competitive bids in accordance with the selection process and evaluation criteria as identified in the competitive bidding documentation while exercising a duty of fairness to all respondents. This process requires computer spreadsheet analysis utilizing and applying weighted criteria as a scoring method.

Negotiates on certain contract elements as determined in the competitive bidding documentation or other methods of contracting.

Processes and administers large contracts by first anticipating potential problems and dealing with them in the contract document which governs the entire relationship, by monitoring the performance of the Vendor and the success of the contract and by instituting contract changes or by taking remedial action enforcing the contract and/or cancelling whenever applicable.

Identifies and recommends to the Director, Procurement Services areas for development of contract opportunities by gathering data to evaluate the cost or service benefits to the University of establishing a contract purchase.

Monitors procurement activity for policy and procedural compliance as well as to enhance the activity of purchasing by capturing a greater percentage of expenditures on campus that should be processed by Procurement Services utilizing the competitive bidding process where applicable.

Acts in a consultative role to campus user departments to establish requirements, specifications, standards, cost analysis, equipment and material evaluation. Whenever possible serves as a team leader on user advisory groups for University-wide agreements.

Evaluates end user requirements, collects consumption data, researches and analyses both the commodities and the suppliers through various means such as but not limited to office and plant visits, product shows, seminars, catalogues, trade journals and directories and other literature.

Assists in the development of a Vendor Management program to promote Vendor relationships, to develop and maintain reliable sources of supply and to ensure that all qualified Vendors of goods and services to the University receive opportunities to competitively bid in accordance with established University purchasing policies and procedures, government legislation and/or public purchasing guidelines.

Assists the Director, Procurement Services in the implementation of proactive purchasing strategies that will add value to the University by participating and/or acting as a consultant on a wide variety of projects as assigned as well as communicating / training / promoting procurement policies, procedures, processes, tools and systems to the University community

Assists as required in the day to day procurement of goods and services for University use covering a wide range of technical and non-technical commodities and services by reviewing all received purchase requisitions and contracts of goods and services for completeness as well as compliance with purchasing policies, procedures and acceptable business practice to ensure that all requirements such as specification description, appropriate approval, delivery date, shipping location, tax application, government legislation, terms of payments and other negotiated terms and conditions are identified.

Performs the duties of Director, Procurement Services during absences when requested that are within the scope of the assigned classification.

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D. DECISION MAKING

i) *Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?*

1. Responsible for initiating internal departmental contracting/competitive bidding policy and procedures and submitting to Director, Procurement Services.
2. Exercise judgment in determining the most appropriate contract language for competitive bids and other forms of tendering for the department ensuring its correct application and legal intent.
3. Decides as to choice of most qualified Vendors on for purchases by reviewing, analyzing and evaluating bid responses in accordance with the selection process and evaluation criteria identified in the competitive bidding documentation.
4. Decides own work schedules to meet department priorities.
5. Reviews and analyses Vendor sales "Terms and Conditions" and rejects if not in the best interests of the University or the campus user department and negotiates new terms which are acceptable prior to issuance of a purchase order or contract within delegated authority.
6. Researches and initiates possible changes to internal Departmental contract/competitive bid policies and procedures and forwards recommendations to Director, Procurement Services.
7. Recommends to the Director, Procurement Services whether to approve or reject specific major procurement requests if they are in conflict with or contrary to established purchasing policies and procedures.
8. Seeks advice from legal counsel whenever appropriate for complex competitive bid documentation and contract drafting.

ii) *Give some examples of the types of decisions the incumbent would refer to his/her supervisor.*

1. Policy revisions and/or changes, which would dramatically, impact the existing policies and procedures.
2. Major cost effective proposals submitted to the University that may require a high level of approval for funds prior to implementation.
3. Areas where purchasing ethics and/or conflict of interest are questioned.
4. "No Substitute / Sole Source" requests when directed to a specific Vendor and manufacturer if cost effective alternatives are available in the marketplace.
5. Requests for equipment, furnishings, etc. which contravene or surpass established standards.

E. SUPERVISION EXERCISED

Indicate the number of employees for whom the position is responsible:-

Number of employees reporting directly to the position.	0
Total number of employees for whom the position has direct responsibility.	0

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F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day to day work load of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

The Major Procurement Contracts Officer decides their own work schedules to meet department priorities but does meet with the Director, Procurement Services on an as required basis, weekly or as agreed to review procurement activities, functions and processes or other related management matters.

The Major Procurement Contracts Officer has delegated authority in the issuance of purchase orders and contracts for equipment, supplies, and services in accordance to the signing authority policy and performs responsibilities within the framework and parameters as set forth in the University Purchasing Policies and Procedures.

G. UNUSUAL WORKING CONDITIONS

Describe unusual working conditions, specialized assignments or any other aspect of the work that should be considered in evaluating this position.

The high complexity of some very specific requests and resulting legal as well as risk management considerations makes the role challenging and extremely demanding.

H. ENTRANCE QUALIFICATIONS

What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?

Supply Chain Management Professional (SCMP) or a Certified Professional Purchasing (C.P.P.) designation with the Purchasing Management Association of Canada or other equivalent professional accreditation in a Supply Management related field and 5 years related experience or an equivalent combination of education, training, and experience.

Thorough knowledge of educational (public) purchasing methods and procedures.

Excellent organization, planning, investigative and strategic management skills.

Excellent purchasing skills (e.g., contract writing, drafting purchasing clauses, applying tax and tariff regulations, transportation and inventory management, and laws of contracts and tendering, etc.)

Excellent problem-solving, negotiation and conflict resolution skills.

Good knowledge of and ability to use standard office applications (e.g., MS Word, Excel, Powerpoint) and purchasing applications supporting Requests for Bids (RFB), Request for Proposals (RFP), tender evaluation and purchase order production.

Good working knowledge of Enterprise Resource Planning (ERP) systems (e.g., PeopleSoft (Oracle) for Supply Management/Procurement).

Current knowledge of Tax Laws and other legislative requirements such as Freedom of Information and Privacy Protection, Agreement on Internal Trade, etc. as they pertain to higher educational institutions. Good leadership and team work skills.

Excellent knowledge of the types, quantities, prices, and sources of a wide variety of materials, equipment and services and the ability to evaluate the suitability of goods and alternatives.

Ability to define both broad and specific purchasing standards for a large variety of items.

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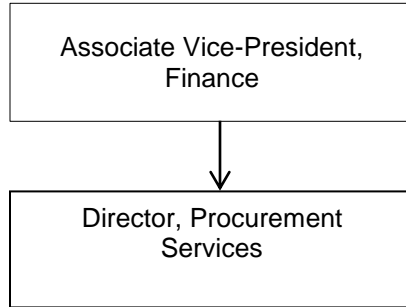
Excellent organizational and analytical skills with attention to detail and accuracy.

Good working knowledge of business administration and office processes.

Excellent interpersonal and communication (both oral and written) skills.

I. ORGANIZATIONAL RELATIONSHIPS

Indicate in the appropriate blocks the title of the position to which this position reports and the titles of the positions reporting directly to it. If more detail is required, add additional blocks.



- 5 Major Procurement Contracts Officers
- 1 Senior Buyer
- 2 Purchasing Assistants

J. APPROVALS

Incumbent's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Signature of Next Administrative Level: _____ Date: _____