

# Job Title: Procurement & Contract Specialist

## JOB INFORMATION

**Requisition ID:** 9517

**Number of Vacancies:** 8

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

**Salary Information:** \$91,618.80 - \$114,532.60

**Pay Scale Group:** 09SA (CAN/S/J/09SA)

**Employment Type:** Regular

**Weekly Hours:** 35, **Off Days:** Saturdays & Sundays **Shift:** Day

**Posted On:** November 15, 2024

**Last Day to Apply:** January 31, 2025

**Reports to:** Director of PCM Capital

The Toronto Transit Commission (TTC), North America's third largest transit system and recognized as one of the top places to work in the GTA has introduced its new 2024-2028 TTC Corporate Plan - Moving Toronto, Connecting Communities which continues the TTC's legacy of delivering service to hundreds of millions of customers a year. The TTC's new vision and mission statements also help promote the many environmental, social equity and economic benefits that the TTC provides:

**Vision:** Moving Toronto towards a more equitable, sustainable, and prosperous future.

**Mission:** To serve the needs of transit riders by providing a safe, reliable, efficient, and accessible mass public transit service through a seamless integrated network to create access to opportunity for everyone.

The full Plan can [be viewed on ttc.ca](https://www.ttc.ca).

## Career Opportunity

Looking for a new and exciting job opportunity? We are looking for 8 Procurement and Contract Specialist's to join our team!

## What You Will Do

Reporting to the Category Manager, the incumbent is responsible for coordinating and administering the day-to-day activities associated with procurement/contract award and subsequent contract administration activities relating to complex, and high value contracts. These include revenue vehicles, non-revenue vehicles, construction, design/build requirements, engineering/architectural professional services, technical services, information technology), and engineered equipment consistent with the TTC's Procurement Policy.

### Procurement Pre-Award Activities:

- Prepares Request for Proposals (RFPs) / Request for Bids (RFBs), Negotiated Request for Proposals (NRFPs), Requests for Information (RFIs), Advance Contract Award Notices (ACAN), and the Pre-qualification processes
- Liaises and provides guidance to end user customers and staff to co-ordinate procurement efforts and maintain schedule requirements
- Review, comment and recommend revisions as appropriate on statements of work/scope of services/terms of reference/technical specifications
- Develops evaluation criteria, weighting and submission requirements for use in evaluating technical proposals
- Performs market research through outreach to other public entities to ensure continued competitiveness for procurement calls utilizing best practices and process improvements
- Coordinates and chairs procurement negotiation meetings for single/sole source and other negotiated contracts
- Coordinates and chairs pre-bid meetings or site tours for bidders/proponents, kick-off meetings, debriefing meetings with unsuccessful bidders, and prepares and issues minutes of meetings
- Responds to complaints from vendors and defends corporate position
- Facilitates consensus evaluation meetings with internal customer stakeholders, reads all proposals and documents the discussion and rationale for categories outlined as evaluation criteria for all submissions received in response to RFPs
- Authors commercial analysis and recommendation for award reports

### Contract Administration Post-Award Activities:

- Reviews vendors' submissions such as work plans, tasks/work assignments, change requests, amendments, invoices, notices and other contractual correspondence to ensure compliance with contracts terms and conditions and the scope of the work
- Evaluates, negotiates commercial aspects of work plan submissions and processes work plan/assignment releases
- Enforces contractual obligations and conditions by engaging internal legal representation and providing assistance in negotiations and resolution of matters, or enforcement of penalty clauses, Liquidated Damages, etc. Escalates complex, high profile issues/matters to the Category Manager
- Responsible for accurate administration of various contract records, such as work plan releases, changes, variations, certificates of payment, amendments, correspondence, notices etc. in the Contract Management System (CMS)
- Analyses rationale for contract changes/amendment/claims and implementing claims avoidance and mitigation practices/strategies
- Oversees and administers payment process in accordance with approved contract price breakdowns, verifies vendors' invoices for compliance with contract payment terms, release of statutory holdbacks (Construction Lien Act), and final payments,

assesses back and set-off charges and other payment related matters i.e. off-site inventory payments and liquidated damages

- Negotiates or chairs negotiations to establish acceptable settlement of price and terms for contract changes and claims with contractors and co-ordinates support from other key stakeholders

## **What Skills and Qualifications Do You Bring?**

- Completion of a University Degree or College Diploma, preferably in Business, Commerce, Supply Chain Management, Construction Management, Engineering or a related discipline, or a combination of education, experience and training deemed to be equivalent; combined with directly related work experience in the procurement and administration of complex requirements
- Thorough knowledge of public procurement and contracting principles and practical experience of procurement processes, methods, practices and contract administration
- Accreditation/certification from a professional association such as Supply Chain Management Association Ontario or Ontario Public Buyer's Association would be an asset
- Developing and overseeing the procurement process for both binding and non-binding procurements are considered an asset
- Previous experience with construction and/or engineering design/ technical services and/or transit vehicles and/or IT projects are an asset
- Facilitating and managing Commercial and/or Technical Confidential Meetings be considered an asset
- Good negotiation skills and the ability to develop strategies, plan schedules and chair complex negotiations regarding commercial, legal and technical issues
- Must have or rapidly acquire a comprehensive knowledge of the Ontario Human Rights Code and Related Orders including disability accommodation and accessibility requirements pertaining to passengers and employees

## **What We Offer**

- Commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the communities we serve
- A flexible, hybrid work approach that allows colleagues to find balance between their professional and personal lives and making the most of the benefits of working remotely and purpose-driven in-person collaboration opportunities
- One of the great benefits of being a full-time TTC employee is becoming a member of TTC defined pension plan
- A comprehensive package that covers health, dental, vision and more
- Support for professional development opportunities for all colleagues through a broad range of learning programs that include in-person and online training, leadership development, and support for colleagues' well-being

## How to Apply

Thank you for your interest in the Procurement and Contract Specialist position at the TTC.

To apply, please click the link below:

Note, in order to apply you, will have to create a quick applicant account if you don't already have one.

<https://career17.sapsf.com/sfcareer/jobreqcareerpvt?jobId=9517&company=TTCPRODUCTION&st=DB9FE5B53A548CBA1DBBEA4F6FD314A1621EDDC4>

If you have any questions, please email me at [mike.cucullo@ttc.ca](mailto:mike.cucullo@ttc.ca)

## Commitment to EDI

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 LGBTQIA+ 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 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.