

Position: Senior Analyst, Procurement
Position Type: Permanent Full-Time
Compensation: Commensurate with experience
Application Deadline: **March 18, 2020**

Who We Are

RFP SOLUTIONS has been in business since 1993. We are a dedicated team of public sector procurement specialists, with a proud record of working exclusively for Public Sector Clients. We support the full procurement process life-cycle from procurement planning through to contract management. Compliance & Assurance is built into all of the services we provide – one of the key reasons that our Clients contract with us.

Our work includes determining client requirements, developing a variety of effective solicitation documents, supporting evaluation of responses to solicitations, providing Evaluation Committee Training, Fairness Advisory Services, as well as Market Assessment tools and services. In addition, we undertake procurement audits and studies aimed at improving Client operations, as well as engage in providing training related to all aspects of procurement, contracting, and materiel management.

Roles & Responsibilities/Your Role

The Senior Analyst works to support the Managing Director and Director, Operations, alongside Senior Advisors and other RFP Solutions personnel in the development and implementation of procurement strategies and approaches that assist our Clients in establishing compliant and effective contracting mechanisms. The role will involve:

- Consultation with clients to identify, define, analyze, prioritize, and affirm requirements; providing reliable assessment of available options for decision-making;
- Online and documentary research, analysis;
- Writing of professional documents on a variety of subject matters;
- Preparing complex RFx documents (ex. Supply Arrangements (SA), Requests for Proposals (RFP) (Contract A/B, Non-binding and negotiable RFPs, etc.), Requests for Qualifications (RFQ), Requests for Standing Offers (RFSO), Request for Information (RFI) etc.);
- Developing procurement strategies, through consultation with clients, to achieve project and service objectives;
- Establishing and reviewing objective and meaningful evaluation criteria to support the identification and assessment of qualified proposals to assure the delivery of operational requirements;
- Facilitating the competitive procurement process and resulting contract negotiations, ensuring best practices are followed, all required technical and financial evaluations are completed, approval procedures and compliance requirements are adhered to;
- Providing strategic and technical procurement advice on a full range of procurement and contract management matters; and
- Managing procurement processes in regard to regulations, trade agreements and all applicable legislation.

You Are the Right Fit If You:

- Have a Bachelor's degree in the social sciences or a related field with a focus on research and writing, or have completed post-secondary education in procurement or supply chain management;
- Have a minimum of 6 years in procurement or a closely related administrative/procedural field (ex. for a public, not-for-profit, private sector organization in a field such as funding arrangements, government services, client services, human resources, etc.);
- Have experience in research, elicitation, and analysis of business requirements and experience in the development of statements of requirement / evaluation criteria or similar procurement or related documentation;
- Have excellent English written and verbal communication skills;
- Have experience in facilitating meetings and/or workshops;
- Have experience in presenting strategic analysis and recommendations to senior level officials for consideration and decision-making;
- Have Project Management experience managing multiple projects simultaneously and setting priorities;
- Have experience in building and maintaining professional relationships with clients;
- Have experience as a services or project delivery lead in working with multiple diverse stakeholders at different levels of a client organization simultaneously in areas such as negotiation, trade-offs, collaboration, consensus building among different diverse view points;
- Have experience in assessing procurement or contractual risk;
- Are a team player who works collaboratively with professional colleagues and supporting staff;
- Have strong analytical capabilities;
- Are tactful, respectful, ethical;
- Are open minded to new ideas and approaches and have a keen interest in continued learning;
- Are innovative and creative in development of results-oriented solutions;
- Are willing to travel within Canada and work some extended hours as required.

You Will Stand Out If You:

- Are bilingual (French and English).
- Have practical experience in Public Sector Procurement.
- Have acquired or are in the process of acquiring a certification or professional designation in public sector procurement (eg CPPO, CPPB), private or public sector procurement / supply chain management SCMP, another professionally recognized assurance designation (e.g. audit, accounting, etc.), or project management (PMP).

How to Apply

Please submit a cover letter and copy of your CV, including salary expectations to: emily@rfpsolutions.ca

RFP Solutions Inc. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Should you require any accommodation during the application process, please e-mail us at emily@rfpsolutions.ca or call us at 613-728-1335, ext. 226.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

We Love Procurement . . . It's all we do!

