

Job Title: Analyst / Advisor (National Capital Region)

Job Description:

The Analyst/Advisor will work to support the development, implementation, and fairness of procurement strategies, processes and tools that assist our clients in establishing compliant and effective contracting mechanisms and operations.

Analyst/Advisor Responsibilities:

The main responsibilities of the Analyst/Advisor are:

- Consulting with clients of varying backgrounds and roles to identify, define, document, analyze, prioritize, and affirm requirements;
- Conducting online and documentary research and analysis for issue-related, subject matter area, and market research, including qualitative and quantitative data;
- Supporting reliable assessment of available options for decision-making, including consideration of strengths/weaknesses and risks/mitigations;
- Writing and preparing reports, briefing notes, presentations and other professional documents;
- Developing procurement strategies and processes, in collaboration with colleagues, clients and stakeholders, to achieve business objectives;
- Preparing and reviewing complex RFx documents (e.g., Requests for Proposals (RFP), Requests for Qualifications (RFQ), Multi-supplier arrangements, Request for Information (RFI) etc.) and components of the same (e.g., statements of work, statements of requirement, payment and contract terms, etc.);
- Establishing objective and meaningful evaluation criteria and implementing assessment processes to support the receipt and fair assessment of qualified proposals to assure the delivery of operational requirements;
- Facilitating the procurement process and resulting contract award, ensuring legislation, policies and best practices are followed;
- Providing strategic and tactical advice on a range of procurement and contract management matters; and
- Supporting other related internal and client initiatives.

Analyst/Advisor Qualifications

- Have a degree or diploma, in a field which emphasizes research and writing;
- Have a minimum of 5-7 years' work experience in a client-facing role, with a focus on building and maintaining professional working relationships with clients;
- Have experience in or exposure to the public sector procurement process or closely-related administrative/procedural field (e.g., such as funding arrangements, real estate, private sector procurement, etc.);
- Have experience in research, elicitation, and analysis of requirements and/or experience in the development of business requirements / evaluation criteria or similar documentation;
- Have experience in facilitating meetings and/or workshops and/or focus groups, or experience in facilitating and delivering presentations;

- Have experience providing project/program delivery or advisory services, creating results-oriented solutions;
- Have experience working with multiple diverse stakeholders, to build consensus among different view points;
- Have excellent English written and verbal communication skills;
- Have experience in supporting multiple projects simultaneously, and are able to set and adapt priorities to meet timelines and objectives;
- Are able to work independently while being a team player who collaborates with professional colleagues and supporting staff;
- Have strong analytical capabilities and good attention to detail;
- Works in a tactful, respectful, ethical manner;
- Seeks continuous opportunities for learning and are open minded to new ideas and approaches.

Asset Qualifications:

- Are bilingual (French and English);
- Have acquired or are in the process of acquiring a professional designation in procurement (e.g., CPPO, CPPB, SCMP, etc.), accounting, architecture, audit, engineering, law or real property;
- Are open to some travel within Canada.

Some of What We Offer

- Health benefits
- Insurance program
- Paid vacation
- Flexible / Work-from-home options

How to Apply:

Please send a PDF version of your Cover Letter and your Résumé to info@rfpsolutions.ca. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

RFP Solutions Inc. welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

About RFP Solutions

For over 30 years, RFP SOLUTIONS Inc.'s team of procurement and contracting specialists has proudly assisted public sector clients in procuring a wide variety of services, solutions, goods, and construction requirements, in addition to supporting major capital and transformational projects. We are located in Ottawa and work at all levels of the public sector, with organizations across the country.

Our trusted procurement and fairness advisory services support clients both at specific stages in the process and across the full procurement life-cycle, from strategy and planning, through implementation, award and contract management.

Our procurement services include assisting clients in analyzing and defining requirements, developing strategies and effective procurement documents, administering solicitations and conducting market engagement, facilitating the evaluation of industry responses including supporting

tools and training, and providing other related advisory services and tools to aid in award, debriefing and contract management. We provide both transaction-specific and organizational level procurement support.

Our fairness advisory services, through the observation of our independent monitors, provide clients, industry and the public with additional assurance that the procurement process is conducted in accordance with applicable legislation and policies, and in a fair, open and transparent manner.

We also provide procurement consulting services to assist organizations in organizational and topic-specific procurement reviews, audits and studies, develop policies, processes and tools, and provide training related to all aspects of procurement, contracting, and materiel management.

RFP Solutions Inc. is an equal opportunity employer and we are committed to a diverse and inclusive company culture.

For more information, please visit rfpsolutions.ca.

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