



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE: Procurement Officer
DEPARTMENT: Treasury/Finance
REPORTS TO: Procurement Services Manager
POSITIONS SUPERVISED: N/A
EFFECTIVE DATE: April 2024

POSITION SUMMARY

Reporting to the Procurement Services Manager, the Procurement Officer is responsible for the supply and delivery of good and services and disposal of surplus for the County of Middlesex. The Procurement Officer will liaison with County departments and various external stakeholders to determine operational and functional requirements, business process improvement opportunities and prepares clear and accurate specifications.

The Procurement Officer may provide a wide variety of procurement support services to the lower-tier municipalities, as requested.

PRIMARY DUTIES & RESPONSIBILITIES

1. Liaises with County departments to provide required information on the principles/objectives/procedures of purchasing. Reviews requirements and determines potential sources for the supply of goods and services. Recommends the best procurement method and integrates purchases across departments when possible.
2. Prepares the complete bid document (Request for Proposal, Tender, Quotation, Prequalification, etc.) and determines appropriate clauses to be included. Prepares and maintains commercial and technical specification as well as scope of work. Builds documents, uploads supporting bid items (drawings, spreadsheets, appendices, etc.) in the applicable bidding system.
3. Upon obtaining approval/signoff from the applicable County department, issues finalized bid to potential bidders for the County on the applicable electronic bidding system.
4. In collaboration with the authorized department contact, facilitates and manages the competitive procurement process in an open and transparent manner. Receives inquiries through the applicable bidding system and assists the external stakeholder(s) in answering by addendum.

5. Coordinates, attends and conducts pre-bid conferences, site meetings, evaluation reviews and proponent interviews and debriefing sessions and any other service necessary during the competitive.
6. Manages the bid closing process in accordance to the County's Procurement by-law or policies which may include assisting with formal bid openings and performing the duties of Bid Recorder including preparation of documentation, setup of weekly bid openings and posting of unofficial results while maintaining discretion and confidentiality.
7. Facilitates the evaluation process following bid closing including submission compliance reviews, directing stakeholders/departments on the applicable evaluation procedures and summarizing evaluation results. If necessary, conducts product demonstrations, site visits, and any form of bidder follow-up. Based on evaluation results, recommends award of contract to stakeholders/evaluators for concurrence.
8. Assists departments on completing reports needed to award contracts based on applicable by-laws and/or purchasing policy. Attend and present to County or lower-tier municipality Council as required.
9. In consultation with the Procurement Services Manager, negotiates terms of procurement/contract for single source/sole source and Requests for Proposals. Retrieves guidance and approval from Procurement Services Manager and the County's Solicitor, where applicable.
10. Coordinates, recycles and maintains control of surplus material, equipment and supplies for the County and disposes through various methods. Monitors and reports to the County department contact the amounts received from various disposals.
11. Obtains, organizes, and monitors all necessary documents from vendors including contracts, labour and material bonds, bid deposits, insurance and WSIB certificates, licenses, material safety data sheets, health and safety requirements, references, etc.
12. Provide and/or assist departments with the notification of award as well as notifying unsuccessful bidders. If requested, conducts bid debriefs with unsuccessful bidders. Receives formal bid disputes and escalates as per applicable by-laws and/or policies.
13. Issues purchase orders within authorized dollar limits or after receiving approvals, when applicable/as requested.
14. Monitors and manages the contract administration together with the appropriate department contact throughout the duration of the project which may include



monitoring vendor performance, revising contracts, issuing change orders with an additional purchase order, and renewing contract documentation such as bonds, insurance and WSIB certificates.

15. Prepares and maintains accurate records and documentation on all bid solicitations, responses, purchases, contracts, certificates, performance reports, correspondence and related follow-ups.
16. Collects and analyzes data to provide forecasting and statistical information for County department budget projects.
17. Prepares quarterly and annual procurement reports for the County, as required.
18. Assists and supports Procurement Services Manager with spend analysis, special projects, as directed.
19. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience

- Three-year post-secondary diploma or a university degree in Business Administration, Public Administration, Commerce, Economics or related field.
- Working towards or completion of the Ontario Public Buyers Association (OPBA) Public Purchasing Certificate Program would be an asset.
- A Professional designation would be an asset: the Supply Chain Management Association (SCMA) as a Certified Supply Chain Management Professional (SCMP), or the National Institute of Government Purchasing (NIGP) as a Certified Public Procurement Officer (CPPO).
- Two (2) years experience in a purchasing or procurement environment; preferably in a municipal setting.
- Experience participating in the full-cycle competitive procurement process.
- Experience in development and implementation of policies, procedures, processes, computer systems, internal control, and/or various acquisition methods.

Knowledge, Skills and Abilities

- Knowledge of the principles, practices and procedures of public procurement and contract administration



- Strong customer service and effective communication skills, both oral and written.
- Demonstrated proficiency and competency with various computer software, including Microsoft Word, Excel, Outlook, PowerPoint, Adobe, etc.
- Proven multi-tasking skills with an ability to handle multiple projects and rapidly changing priorities while maintaining effective working relationships with County staff, lower tier municipal staff at all levels at all levels and across all departments.
- Ability to exercise discretion, judgement and work independently, with a high degree of integrity due to considerable exposure to confidential information.
- Knowledge of risk associated and Municipal operations, policies/procedures to develop/implement to mitigate loss.
- Sound research, analytical, problem-solving, and negotiating skills.
- Familiarity in the use of e-procurement systems (i.e., bids & tenders).
- A valid "G" driver's licence with a clean driver's abstract, and access to a vehicle to travel as required to fulfil job responsibilities.
- Current Criminal Record Check that is satisfactory to Middlesex County.