



Treasury Board of Canada
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Canada

Government of Canada Procurement Competency Dictionary

A preview of the TBS revision work going on for
procurement competencies

June 6, 2017

A presentation for the 2017 Canadian Institute for
Procurement and Materiel Management (CIPMM) National Workshop

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Introduction

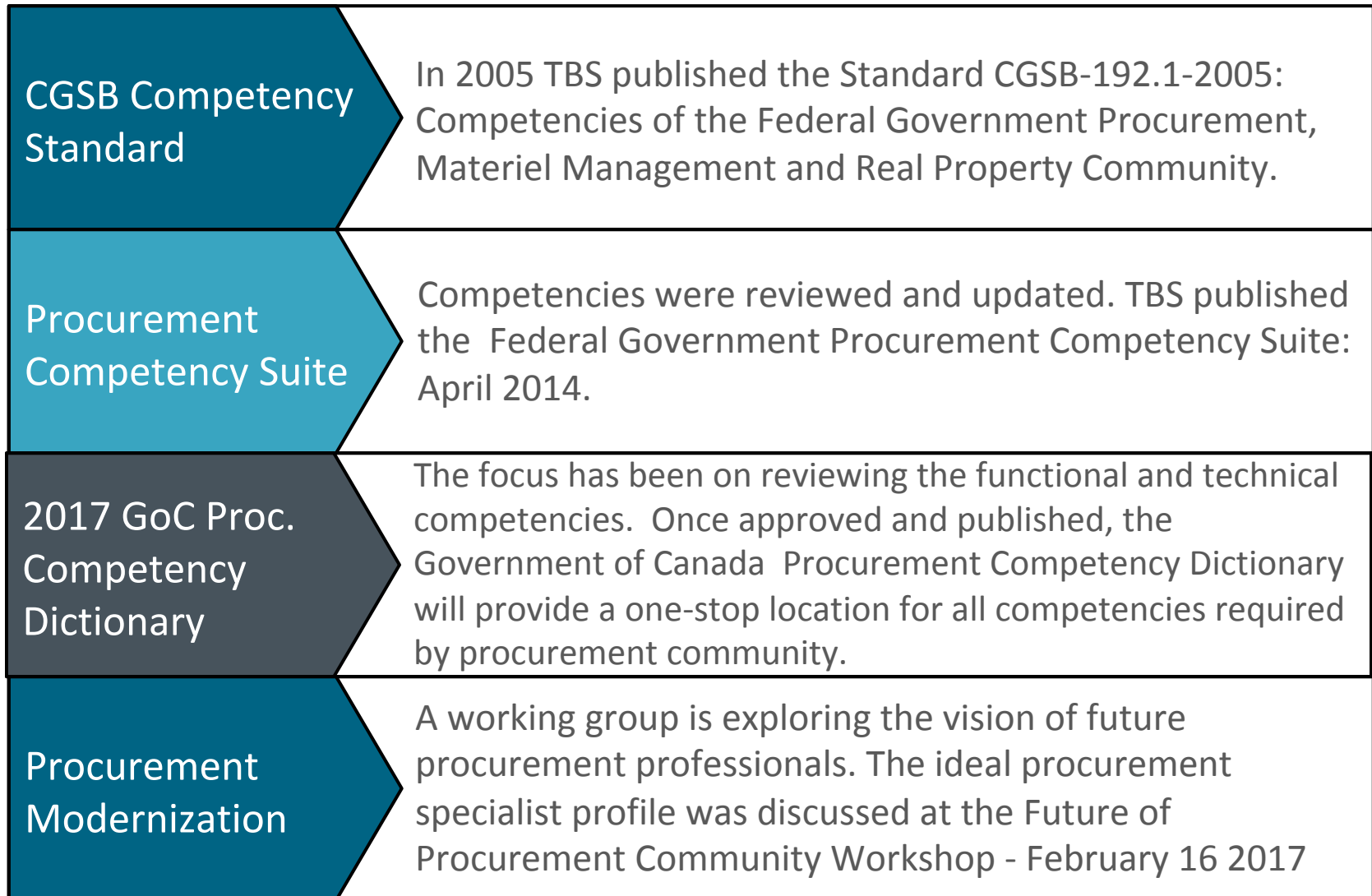
Over the past two years, Treasury Board of Canada (TBS) has been leading the review of the existing procurement competencies with a view to establishing a competency framework that better meets the current and future needs of the procurement community.

As a preview for the Canadian Institute for Procurement and Materiel Management (CIPMM) audience, TBS presents the new Government of Canada Procurement Competency Dictionary (unapproved draft); its components and its many potential uses and benefits.

What Is A Competency?

- Competencies are defined by the Public Service Commission as being “the characteristics of an individual which underlie performance or behaviour at work”.
- Competencies are:
 - Measurable
 - Observable
- This means that the skills, abilities or knowledge of an individual can be observed by a third party and measured using pre-defined criteria.
- There is a sense of objectivity and impartiality associated to competencies - they outline a precise and shared view of what enables an employee to successfully complete the work at his or her position level.
- Competencies are ever evolving. In order to remain relevant, competencies must evolve with the role or job.

The Evolution of TBS Procurement Competencies



Existing Competencies



Key Leadership Competencies

- Create vision and strategy
- Mobilize people
- Uphold integrity and respect
- Collaborate with partners and stakeholders
- Promote innovation and guide change
- Achieve results



Core Competencies (PMA)

- Demonstrating integrity and respect
- Thinking things through
- Working effectively with others
- Showing initiative and being action-oriented



Procurement Functional Competencies

- Assessment and planning
- Acquisition
- Managing contracts and contract close-out



Procurement Technical Competencies

- Risk management
- Project management
- Negotiation
- Data analytics

Government of Canada Procurement Competency Dictionary

Table of Contents: Draft Outline

Part 1 – Administrative

- Version control
- Approvals page
- Contributors
- Executive summary

Part 2 – General Information

- What are competencies?
- What is competency-based management?
- What is talent management?
- How to use competencies?
- Background & History
- Purpose / Scope
- How to use this dictionary
- Competency framework

PART 3 -The Dictionary Proper

- Procurement functional competencies
- Procurement technical competencies
- Key leadership competencies
- Core competencies (*PMA*)
- Interpersonal / behavioural competencies (*this will include links to many “strategic” competencies*)
- Knowledge statements (*associated to procurement functional competencies*)

PART 4 -References

- Glossary
- Acronyms
- References
- Contact information

Procurement Functional Competencies

- Assessment and planning
 - Assessment and refinement of requirements
 - Planning the acquisition
- Acquisition
 - Document preparation
 - Solicitation
 - Evaluation and selection
 - Contract award and bidder debrief
- Managing contracts and contract close-out
 - Financial obligations
 - File and information management
 - Contract amendments
 - Contract disputes
 - Vendor performance
 - Continuous improvement
 - Contract close-out

DRAFT

Example of Acquisition: Behavioural Indicators

| Category of Work Done | Proficiency Level 1 (Basic) | Proficiency Level 2 (Intermediate) | Proficiency Level 3 (Advanced) |
|-----------------------|---|---|--|
| Solicitation | <ul style="list-style-type: none"> Solicits quotes or bids for low-dollar value or low complexity goods, services and/or construction, in accordance with organizational guidelines. | <ul style="list-style-type: none"> Executes and manages various methods of solicitation for the acquisition of medium- to high-complexity goods, services and/or construction, in accordance with organizational guidelines. | <ul style="list-style-type: none"> Addresses complex issues that arise during the solicitation process. |
| | <ul style="list-style-type: none"> Respects the principles of openness, fairness, and transparency in the solicitation process. | <ul style="list-style-type: none"> Interacts with suppliers, clients, and other stakeholders as required, to ensure the integrity, and overall functionality of the process. | <ul style="list-style-type: none"> Safeguards the quality and integrity of the solicitation process. |
| | <ul style="list-style-type: none"> Ensures completeness of quotes or bids received. | | |
| | <ul style="list-style-type: none"> Coordinates the receipt of quotes or bids. | | |

POTENTIAL USES FOR THE PROCUREMENT DICTIONARY

The purpose of the dictionary is to have a document that proves useful for a multitude of uses and for a multitude of end-users, while encouraging a consistent approach to professionalizing the procurement community within Government of Canada.

| How Competencies Could be Used | Potential User |
|---|---|
| Departmental competency gap analysis | Corporate planners |
| Developing departmental generic work descriptions | Classification and departmental functional community lead |
| Staffing posters & staffing interviews | Hiring managers & interview panels |
| Learning plans and PMAs | Employee and supervisors |
| Revising procurement course curriculum | Working groups, TBS and CSPS |
| Revising the GoC Procurement Certification Program | Working groups, TBS, CGSB, CSPS |
| Functional Community Development | TBS (ASAS CMO) |
| GoC PG Generics | TBS (OCHRO-led, OCG-driven) |

QUESTIONS?

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