

Indigenous Procurement Advisory Committee 2021 Recruitment Profile

3-5 Vacancies

Introduction

The City of Edmonton (COE) is exploring the development of an Indigenous procurement framework to further reconciliation, strengthen relationships and enable more Indigenous businesses to participate in City procurement opportunities. As an important part of this work, the City will establish an Indigenous Procurement Advisory Committee. Committee members will share their knowledge and experiences, provide insights and offer input and suggestions to City administration. City administration will consider this input from the Committee as it works toward creating the Framework.

Frequently asked Questions

[What is the Purpose/mandate of the committee?](#)

[What is expected of me, as a member?](#)

[How much time can I expect to spend, as a member](#)

[Do I get compensated for my time? Are my expenses reimbursed?](#)

[How long am I a member?](#)

[How do I apply to become a member of the committee?](#)

[How long will the selection process take?](#)

[What qualifications do I need to apply?](#)

Mandate ([Back to top](#))

- **Assist in developing an understanding of local needs and context for Indigenous procurement** - there is little information about the unique procurement needs and interests of Indigenous-owned businesses in the Edmonton area. Engagement will help City Administration to gather needed information about local concerns and interests.
- **Building trust and relationships** - Through this process, City Administration seeks to build relationships and raise awareness of this work.
- **Assist in developing more effective policy** - By gaining an understanding of the concerns of Indigenous communities and businesses early in the policy-making process, City Administration is better able to anticipate challenges, develop creative solutions and build more effective policy that is responsive to the needs of Indigenous communities and Indigenous businesses.

Expectations ([Back to top](#))

- To offer input into the design, implementation and improvement of the City's Indigenous Procurement Framework
- To share learning and feedback from their own experiences with Indigenous procurement programs and tactics
- To identify potential opportunities to strengthen and promote the Framework development through targeted engagement and outreach
- To come prepared to contribute at each meeting (eg. complete any pre-reading that may be requested)
- To work collaboratively with the Committee members and City of Edmonton administration
- To demonstrate a commitment to the principles of public engagement and consultation

Time Commitment ([back to top](#))

- Committee members shall meet biweekly to start (March -May). Frequency may decrease as the business of the committee is addressed
- Meetings are expected to be between 2-3 hours

Remuneration ([back to top](#))

- The City is grateful for and recognizes the contributions of committee members who give their time and expertise to help this historic City initiative to succeed.
- Committee members (except City employees and the Project Lead) are entitled to receive an honorarium of \$150 for meetings of up to 3 hours, or \$300 for meetings of more than 3 hours.

Appointment Term ([back to top](#))

- Appointment term is expected March 2021-December 2021.
- Prior to the end of the term the committee will recommend if the committee will be ended, continued or continues with adjustments

To Apply ([back to top](#))

Applicants are required to submit an expression of interest detailing their experience and qualifications relative to the qualifications listed. Expressions of interest can be sent to

indigenousprocurementcommittee@edmonton.ca

Application Process Timeline ([back to top](#))

It is anticipated that the selection process will take place on the following dates:

- March 14, 2021 posting expires
- March 22, 2021 Applicant shortlisting *Applicants may be contacted with clarifying questions
- March 26 -April 2, 2021 Successful applicants contacted

Qualifications ([back to top](#))

- Interest in supporting the City in its creation of a new Indigenous Procurement Framework
- Some combination of significant experience:
 - with Indigenous community-owned businesses
 - as an Indigenous entrepreneur/private business owner
 - with non-Indigenous businesses which in turn have experience with their own initiatives for Indigenous employment or procurement with Indigenous suppliers
- Some familiarity with accessing, issuing, managing and/or completing public procurement opportunities or processes

Skills that would be an asset:

- Knowledge of public sector processes and/or policy development
- A relevant certification, such as Supply Chain Management Professional designation (SCMP)