



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

CONTRACT AND PROCUREMENT MANAGER

Position Description

Opens: November 13, 2023 Closes: December 04, 2023			
Department:	Accounting	Reports to (title):	Accounting Manager
Job Code:	E-12	Job Location:	Bois Forte Reservation Tribal Government, Nett Lake, MN
Pay Range:	Min: \$48,275.52 (\$23.21) Mid: \$60,344.40 (\$29.01) Max: \$72,413.28 (\$34.81)	Supervises:	Purchasing Agent
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	11/07/2023
Indian Child Protection Background:	No	Revised Date:	11/07/2023
Telework:	Yes or No, If yes <u>50</u> %		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Contract Manager will be responsible for overseeing contracts and agreements made by the Tribal Government with other entities. The successful candidate will manage the Tribal Government’s contracting with vendors and contracted employees, ensure that contracts are in place when needed, and develop and implement a comprehensive contract development and tracking system to promote Tribal Government compliance with all relevant laws, regulations, and procurement policies.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Develop and implement a comprehensive contract management system for the Tribal Government.
2. In coordination with the Tribal Attorney, develop contract templates and guidance for use in various circumstances (independent contractors, contract employees, etc.).
3. Develop contract drafts that meet the needs of the Tribal Government for review by the Tribal Attorney.
4. Coordinate with Human Resources and/or the Tribal Council on development of Employment Contracts as needed.
5. Negotiate terms and conditions with vendors, contractors, and other entities as needed.
6. With the guidance of the Tribal Attorney, ensure that all contracts are executed in a timely manner and are in compliance with relevant laws, regulations, and policies.
7. Develop policies and procedures related to contract management and ensure that they are followed.

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8. Provide training and guidance to other Tribal Government staff regarding contract management best practices.
9. Manage the contract renewal process, notify departments of upcoming expiring contracts, and negotiate new contracts as appropriate.
10. Act as a liaison between the Tribal Government and other entities involved in the contracts.
11. Maintain accurate records of all contracts and related documents, including procurement documents and justifications.
12. Ensure contracts are fully executed and files are available to all relevant staff.
13. In coordination with the Tribal Attorney, ensure that contracts include required federal or state provisions as appropriate, including Davis-Bacon prevailing wage requirements or Build America Buy America provisions.
14. Ensure Tribal Employment Rights Ordinance (TERO) contract provisions are incorporated in contracts, when appropriate, and coordinate with the TERO Office regarding TERO-covered projects as needed.
15. Gather and maintain necessary documents for all contracts, as applicable:
 - o W-9
 - o Unique Entity Identification Number
 - o Verify Sam's Registration
 - o Verify and document vendor is not suspended or disbarred.
 - o Obtain minority and or Indian Preference status.
 - o Collect Contractor insurance documents as needed.
 - o Obtain weekly Certified Payroll Reports
 - o Verify correct wages on Certified Payroll Reports.
16. Assist with and ensure Procurement Policies and Procedures are followed.
17. Assist with annual Procurement Policy Training for all Tribal Government Staff.
18. Develop and maintain an approved vendor list and a Bois Forte suspension/debarment list.
19. Perform Purchasing duties when Purchasing Agent is not available.
20. Obtain and monitor all Conflict-of-Interest Statements for all Bois Forte Tribal Government staff.
21. Track all rebates from vendors and ensure the appropriate department has access to rebates for appropriate use.
22. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
23. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Three (3) to Five (5) years of experience in contract management or related field. |
| Education: | <ul style="list-style-type: none">• Bachelor's Degree in business administration, law, or related field. |
| License/Certification: | <ul style="list-style-type: none">• None. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of federal and state laws related to contracts and procurement.• Strong negotiation and communication skills.• Ability to manage multiple contracts simultaneously.• Excellent problem-solving and analytical skills.• Thorough knowledge of the RFP Process under the Tribal Governments Procurement Policy and Procedures. |

PREFERRED QUALIFICATIONS

- Experience working with Tribal Governments or other similar organizations.

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WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear, and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.