

Guidelines for Roles and Responsibilities for BCTS Contract Champions

- Act as the first point of contact for contract advice, information and guidance for all local BCTS Business Area (BA) staff who deal with contracts.
- Act as the main point of contact with the provincial contract experts of the Contract Management and Practices Section of the Finance and Management Services Branch (FMSB).
- It is understood that this service provided by the Contract Champions (CC) is a portion of their regular job duties and at times they may not be available to assist local BA staff. If this should be the case, it may be necessary for BA staff to directly contact the FMSB, Victoria (CONTRACTS, FOR HBS P FOR: EX) for assistance. FMSB will ensure that the respective BA CCs are aware of the advice provided to the BA staff member from the contract experts at FMSB.
- CCs, in association with the Contract Efficiencies Working group (CEWG), will propose and/or share concerns or possible process changes with the contract experts of FMSB. This in turn will establish the framework towards the continuous improvement of developing better procurement practices.
 - Use the BCTS CEWG/CC sharepoint site as an information Centre for:
 1. Sharing of best practices between all CCs across all 12 BAs.
 2. Learning from other BA's contracting issues and viewing the proposed solutions by the contract experts at FMSB.
 3. Sharing ideas for continuous improvement.
 4. Searching for opportunities that will create more consistency in contract practices applications across all 12 BA's.
 5. Reviewing the most current updates/changes in contract administration policy and procedures.
 6. General discussions between CC's and BCTS Headquarters on day to day contract administration matters.
- Lead informal periodic meetings with local BCTS contracting staff to ensure they are aware of all new changes applicable to all aspects of contract administration.
- If requested, CCs can assist the BA Business Manager in reviewing local BA audit results and recommend the necessary changes to make all contract related practices more efficient and compliant to Core Policy and Procedures and other contract related policies and standards.
- Develop local internal network systems within each BA to ensure all staff are kept current with ongoing changes to contract administration practices.

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- CCs can act as an active “sounding board” to review new initiatives, policy changes, schedule changes etc.... proposed by the CEWG. It is expected that CCs with the necessary background and experience will make every effort to provide feedback to the CEWG by the requested deadline.
- As requested and if available, CCs may assist in the training of new BCTS staff who will be working on contracts. It must be understood that CCs are not responsible for training new staff, this training rests with the direct line supervisor.