

**CONTRACT SPECIALIST
CS-1102-11**

INTRODUCTION

This position is located in the Department on Disability Services, Office of Contracts and Procurement. The Office of Contracts and Procurement is responsible for providing quality contract management in accordance with applicable District procurement laws. The Administration provides assistance, advice, training and guidance to DDS in acquiring goods and services to meet the needs of the organization and its customers.

This position serves as Contract Specialist, responsible for performing pre-award to post-award procurement and contracting functions. The work involves general and specific assignments required for small purchase procurements and contracting for goods and services in accordance with the District of Columbia laws, regulations, policies and procedures.

MAJOR DUTIES

Prepare Requests for Quotations and Requests for Task Order Proposals for small purchases and orders against District or Federal Supply Schedules or other Government-wide acquisition contracts. Work with program officials to develop evaluation criteria. Evaluates quotations and recommends award in accordance with 27 DCMR.

Prepares drafts and submits procurement plans to the program officials of the agency in order to develop procurement objectives for the program in terms of competition and price range. Construct the contractual vehicle including use of pricing arrangements, subcontracting clauses, and similar considerations such as local, small, disadvantaged business enterprises and business in enterprise zone documents and clauses.

Serve as advisor to program officials in procurement planning meetings. Assist in the preparation of statements of work. Prepare determinations and findings. Performs analyses of all elements of price in bids and cost in proposals, and makes competitive range determinations. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules. Develop contractual strategies for the acquisition program including overall goals and methods to achieve them.

Drafts Invitations for Bids (IFBs) or Requests for Proposals (RFPs), coordinates submission date extensions, issues modifications as a result of change orders, stop work orders. Prepares and issues cure notices, show cause letters and termination letters on behalf of the agency. Analyzes the procurement process to assure that proper procedures are followed and recommends changes to the process that will improve procurement activities. Prepares and maintains all pertinent notes and memoranda to the file relating to meetings, discussions and negotiations with agency program offices, proposed contractors and the awarded contractor(s). Maintain historical data in order to provide contract tracking system updates.

Conduct pre-proposal conference(s) with prospective contractor(s). Issue necessary amendment to clarify questions concerning topics such as specification changes, language ambiguities or contract clauses, and, modifications to reflect any changes to contract agreements.

Provides assistance in planning negotiation strategies, coordinates strategies with negotiation teams, and participates in negotiations with potential contractors in order to develop sound contract prices, terms and

conditions. Prepare all documents as a result of negotiations and final contract award. Explore new and innovative contracting approaches to arrive at equitable contract arrangements.

Monitors contractor performance in relation to the completion schedule required by the contract, insuring timely submission of technical progress reports, making periodic visits to the contractor's facility or work site, detecting and correcting labor standards violations, taking appropriate action to expedite delivery or performance when required by mission changes, monitoring the contractor's use of Government-furnished property inventories, and issuing change orders occasioned by changes in mission requirements, defective specifications, changed site conditions, or changes in Government-furnished property. Negotiates settlements for such changes, approves contract payments, assesses liquidated or actual damages for nonperformance, issues show cause or cure notices, terminates contracts for default or convenience and negotiates settlements, prepares replies to other involved agencies, appeal boards, or congressional inquiries.

Updates and maintains a fully automated contracts and procurement tracking system. Provides reports to the supervisor with data from the contract tracking system regarding the status of procurement actions from pre-award to post-award. Performs other related duties as assigned.

Qualifications

A 4-year course of study leading to a bachelor's degree with a major in any field; or at least 24 semester hours in any combination of the following fields; accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management.

Note: For positions at CS-7 through CS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower grade-level, that provided the knowledge, skills and abilities to perform successfully the work of the position. In addition to meeting the basic requirements listed above.

Work Environment

Work is primarily sedentary; however, the incumbent may be required to walk and carry lightweight objects such as files, papers and parcels.

How to Apply

Applications for this vacancy announcement must be submitted online at www.dchr.dc.gov for consideration.

Contact Information

All inquiries related to employment and job applications should be directed to Melonie Buckley, HR Specialist melonie.buckley@dc.gov