



District of Columbia National Guard



Accelerated Hiring Announcement Title 5 Status Technician DC-AHA-AR-24-035- UPDATED

<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION</p> <p>donald.w.woodley.mil@army.mil</p>	<p>OPENING DATE: 8 Oct 2024</p>	<p>CLOSING DATE: 24 Oct 2024</p>
<p>Position Location: USPFO, Joint Base Anacostia-Bolling</p>	<p>Position Title: Contract Specialist</p> <p>Title 5 Civilian GRADE: GS-1102-11</p> <p>AREA OF CONSIDERATION: Area III: All groups of Federal re-employable eligibles.</p> <p>NOTE: This position is subject to provisions of the DoD Priority Placement Program. **REQUIREMENTS: Meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements, meet the continuing acquisition education, training and experience requirements IAW DoDI 5000.66, Secret Clearance** **EDUCATION: HS DIPLOMA; COLLEGE DEGREE** **Incentives: 3R if applicable or superior qualifications eligible.**</p>	
<p>INSTRUCTIONS FOR APPLYING: You must send applications electronically to the email addresses listed below.</p> <p style="text-align: center;">REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience. Current SF-50 (if applicable) REQUIRED: Transcripts substantiating education Please submit completed packages to: LTC Donald Woodley 703-601-6803 donald.w.woodley.mil@army.mil 		

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Announcement Number: DC-AHA-AR-24-035

Position: Contract Specialist

Position Description:

This position is located at Joint Force Headquarters - United States Property and Fiscal Office (USPFO) Purchasing and Contracting office or an ANG Base Contracting Office. The primary purpose of this position is to ensure successful market research, acquisition planning, contract award, contract performance management, and interpretation of contract law in order to provide the best, most efficient contracting strategies in support of the organization's vision, mission, goals, and objectives.

MAJOR DUTIES:

1. Plans the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Performs market research/analysis to determine availability of the requirement; analyzes market trends, commercial practices, conditions and technological advances. Determines appropriate method of procurement using a wide range of contracting methods and contract types. Selects appropriate contracting approaches, techniques, and procedures to solve a variety of acquisition problems. Analyzes contracting issues and recommends best course of action. Performs acquisition planning along with the program manager/customer, technical, legal, and finance personnel to develop market research, acquisition strategy, milestones, evaluation/source selection criteria, and/or incentive or award fee provisions, as applicable. Exercises latitude in dealing with problems arising during the pre-award phase of the procurement action. Plans and carries out the work, selecting the approaches and techniques to be used, and determines actions to be taken on assigned contracts. Uses judgment in interpreting guidelines, in adapting procurement procedures to specific situations and in recommending solutions to problems encountered. Provides business advice and assistance to technical personnel involved in the development of the performance work statement/statement of work/statement of objectives or data requirements. Reviews requisition packages for adequacy and compliance with administrative, regulatory, and procedural requirements and consistency with current market practices and conditions. Reviews procurement requests to determine whether, based on market analysis, the requirement can be performed by small businesses; actively solicits Small Businesses and a wide range of socioeconomic groups. If appropriate, initiates action to have all or part of a procurement set-aside exclusively for small business/socioeconomic performance. Prepares applicable determinations and findings. Assists with the development of evaluation criteria to use in determining source selection and best value requests for quotations/proposals which include utilization of past performance data and technical qualifications for awards based on other than lowest price. Procurements usually involve a variety of considerations such as socioeconomic, market conditions and strategy, difficult-to-define scopes of work, legal conditions, rigid deadlines, or incentive arrangements. Resolves problems that limit competition that discourage potential offerors. Conducts site visits/pre-proposal/pre-bid conferences and modifies requirements as necessary. Serves as the point of contact for assigned procurements.

2. Assists in procuring a wide variety of services, supplies, and/or construction. Applies all statutory requirements including regulations, policies, procedures, business and industry practices, market trends, Government Accountability Office (GAO) and Comptroller General Decisions, public law, case law, and precedents to all acquisitions. Contracts assigned may contain a variety of unique attributes such as special handling provisions or other specialized terms and conditions, unfavorable market conditions, and limited competition requirements. Ensures the price schedule is properly structured, prepares the solicitation, recommends most appropriate solicitation method, drafts solicitations and amendments, and determines the acceptability of offers based on an analysis of contractor past performance, responsibility and various technical factors. Obtains and reviews subcontracting plans as required. Recommends the competitive range. Conducts any necessary conferences to discuss proposals received; performs price or cost analysis; plans and conducts negotiations on price, technical requirements, terms and conditions of the contract. Determines need for final proposal revisions. Recommends award. Prepares final contract to include appropriate standard clauses and special provisions, final pricing and payment terms, and incentives. Documents selection decision and justifies basis for award. Makes notifications to unsuccessful offerors or debriefs as appropriate. Prepares responses to any protests, as required, fully documenting and defending the Government's position. Takes any necessary corrective action resulting from a protest. Enters contractual information into a contract writing system software database.

3. Executes post-award contract performance management actions on assigned contracts. Trains and monitors appointed Contracting Officer Representatives (CORs) as required. Monitors and evaluates contractor performance for compliance with terms and conditions of contracts and ensures timely submission of contract deliverables and performance metrics. Makes

field site visits to detect and/or correct labor standards violations, takes appropriate action to expedite delivery or performance when required by mission changes, monitors the contractors' use of government-furnished property inventories, and prepares change orders as necessary. Evaluates and requests additional funds or de-obligates funds, as required. Analyzes a wide variety of contract administration problems. Negotiates and prepares contract modifications caused by changes in technical requirements, in quantities, ordering unpriced options. Reviews contractor invoices/payment applications for completeness, allowability, allocability, use of proper approved rates and conformance with contract terms and conditions and approves/disapproves payment. Prepares contract modifications, administrative change orders, and supporting documents for all assigned contract actions including termination. Recommends cure or show cause notices. Determines liquidated or actual damages for nonperformance and/or recommends termination action. Drafts responses to other involved agencies, appeal boards, or congressional inquiries. Maintains official contract file and determines that all contractual actions are satisfied, there are no pending administrative actions to be resolved, all file documents are signed, there are no litigation actions pending, and the contract is complete in every respect and ready to be closed.

4. Provides business advice and guidance to technical personnel and others on contracting work and prepares correspondence. Represents the interest of the organization in a professional manner in meetings and various contacts outside the agency on a variety of issues that often are not well-defined. Provides advice, guidance, training and assistance to technical or program personnel, functional commanders and/or contractors on contractual language, legal responsibilities, and acquisition and business-related issues. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations. Researches and recommends appropriate action or interpretation of issues. May serve as the primary or alternate Government Purchase Card (GPC) Agency/Organization Program Coordinator for the local Contracting Office. Functions as the principal liaison between program participants and the banking institution. Interacts with higher headquarters to ensure program compliance. Analyzes program regulatory requirements and develops internal procedural guidance. Provides training for billing/approving officials and cardholders participating in the program. Monitors cardholder activity to determine adherence to GPC policies by generating and analyzing bank reports. Performs compliance reviews and prepares reports for submission to higher headquarters. May serve as a System Administrator. Provides technical leadership and consultation regarding operation automated acquisition systems. Provides technical and functional guidance to contracting personnel in the use of software, prepares reporting documents, and coordinates the transfer of data between organizations. Ensures systems are responsive to data input and processing during the acquisition process. Responsible for providing functional, technical, and system administration support for various joint acquisition/contracting systems, financial business systems, and associated contracting applications/systems. Coordinates with respective system helpdesks for technical problems. Identifies trends and recommended areas where closer management control/oversight is needed based on data reporting compliance (anomaly/error reports).

Performs other duties as assigned.