

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #16-037	POSITION TITLE: ATTORNEY-ADVISOR (Procurement)
POSITION GRADE & SERIES: LS-905-13/1 to 15/4	SALARY RANGE: \$90,484 – \$138,350 **Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines. Offers will not be made outside of this range.
OPENING DATE: June 10, 2016	CLOSING DATE: July 1, 2016
DURATION OF APPOINTMENT: Permanent	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Commercial Division 441 4th Street NW Washington, DC 20001	NO. OF VACANCIES: One (1)

This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia seeks an experienced attorney to handle procurement matters for the District of Columbia Department of Transportation (“DDOT”). The Attorney will report to the Chief of the Procurement Section within the Commercial Division of the Office of the Attorney General and will provide legal advice and assistance exclusively within DDOT regarding procurement matters and other matters as assigned.

The incumbent will support the mission of DDOT with the responsibility for procurements of transportation services funded from federal, local, intra-jurisdictional, and alternative project delivery and financing sources, including procurements for architectural and engineering, planning, design, engineering, environmental, construction services, and of Intelligent Transportation Systems, construction materials, capital equipment, and other business-serving goods. The incumbent will review information presented, applicable statutes, regulations and relevant case law to determine whether the RFPs, RFQs, RFIs, and similar requests are legally sufficient, and will assist in preparing RFPs, RFQs, RFIs and similar requests as appropriate in DDOT’s procurement processes. The incumbent will, in coordination with DDOT contracting personnel, draft and review drafts of contracts for complex transportation services, supplies, materials, equipment and goods, and negotiate terms of complex contracts for transportation services, supplies, materials, equipment, and goods. In addition, the incumbent will provide legal advice and assistance on alternative project delivery contracting

vehicles, litigate bid protests before the District's Contract Appeals Board ("CAB"), and provide advice and assistance to the Civil Litigation Division on contract litigation in the Superior Court and the Federal District Court.

QUALIFICATIONS: The successful candidate should have: (1) significant knowledge of contracting and procurement laws, principles, regulations, strategies, practices and procedures sufficient to provide legal advice and counsel to DDOT on a variety of construction contract issues; (2) expertise in all phases of government contract formation, administration, and procurement, including identification and planning for government contract opportunities, preparation of bids and proposals, contract administration and closeout; (3) expertise in various types of contracting instruments and processes, including source selection, design-bid-build and design-build acquisition processes and procedures, understanding of design-build, construction management and construction management at risk, and alternative project delivery; (4) experience conducting detailed and thorough reviews of complex procurement documents, including solicitations, contracts, D&Fs, and construction documents; (5) experience researching and drafting legal memoranda; (6) knowledge of the various types of construction contracts and the allocation of risk provided by each type of contract; (7) knowledge of the various methods of construction delivery and the relationship among the owner, contractor and design professional; (8) the ability to provide legal advice to agency clients in procurement matters; and (9) experience related to dispute resolution in the context of construction contracts.

Applicants for this position must have a minimum of 6 years of substantive experience in the area of government contracting.

ELIGIBILITY: The candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If you are not a member of the District of Columbia Bar, you must be sworn into the District of Columbia Bar within 360 days of your appointment.

HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love (202-724-7716), Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 *et. seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF
THE OFFICE OF THE ATTORNEY GENERAL**